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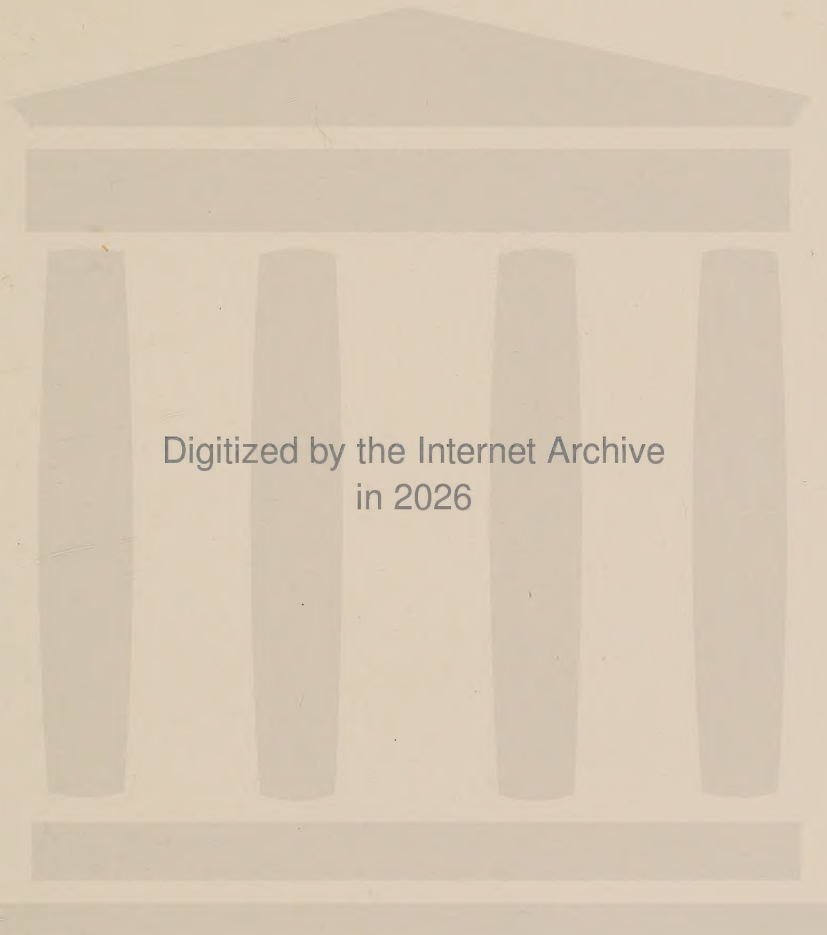
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WAYNE C. GROVER
New Archivist of the United States.

Black Writing Ink of the Colonial Period

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THERE are many conceptions concerning the composition of seventeenth and eighteenth century black writing inks. The most prevalent include the beliefs that they were made from berry juices, rusty nails, soot, or other substances which would produce a color in an aqueous solution. The ink formulae compiled in Table I were found in local Virginia manuscripts as well as American, English, and Continental publications which are known to have been in use during the period of this study. They substantially discredit these widely held misconceptions as does an examination of experiments in inkmaking as reported by researchers of that age. Tests on a large number of early documents, with particular regard to the effects on the permanency of the manuscript by the inks with which they were written, indicate that iron gall inks were used almost exclusively. It was found that inks of this type were in use even several centuries before the period of this study.

Petrus Maria Caneparius, a Venetian physician, was the most outstanding ink scientist of the seventeenth century. He devoted to inks a large part of his *De Atramentis* which was first published in 1619 and reprinted in 1660. His descriptions of inkmaking are often quaint, a chemical reaction reported in lengthy detail being frequently characterized as "a marvel of nature." A century later, Dr. William Lewis of England, in his *Commercium Philosophico-Technicum*, printed in 1763, outlined principles of inkmaking which are being used today. As a result of his experiments, definite improvements were made in iron gall ink formulae. *The Dictionary of Chemistry and Mineralogy*, 1807, by Arthur and Charles R. Aikin, supplies a great deal of historical information regarding the sources and preparation of the ingredients of ink. These books have been used extensively in this study. Among the modern works consulted were those of Dr. C. E. Waters, formerly chief of the Section of Organic Chemistry, National Bureau of Standards, Dr. C. A. Mitchell of England, and Elmer W. Zimmerman, Charles G.

Weber, and Arthur E. Kimberly of the Paper Section, National Bureau of Standards. These and other sources are cited in the bibliography at the close of this paper.

Among the formulae found in the early publications were a number for making India or Chinese ink. These inks were composed basically of carbon, and were never recommended as a writing fluid. As a rule, these carbon inks were a paste, applied to paper with a brush as they are even today in the Orient. As the quill pen was the common writing instrument used in both America and England, a fluid writing ink was a necessity. In one instance lamp black was suggested for a portable ink and in another as a means of restoring blackness to deteriorated iron gall ink that had turned brown in an inkwell. The unpopularity of carbon inks in a liquid state was due to the failure of the black particles to stay in suspension, the tendency of the ink to smudge in damp weather, and the fact that they could be washed from the document. These inks were composed primarily of water, a gum, and lamp black or ivory black. The latter two pigments contained various oils which added to the difficulty of getting the black particles in suspension. Although this type of ink was most resistant to fading and seldom contained compounds injurious to paper, it was seldom used. No formula for black ink was found which did not contain carbon, or iron and galls.

If compounded with the proper amount of gum arabic, the iron gall inks flow easily from a quill pen, penetrating the fibers of the paper to form a black insoluble compound. Writing in these inks is quite difficult to bleach or remove from paper without leaving some evidence of alteration, qualities highly valued in an ink and often mentioned in the formulae as being the principal reason for their use. The basic ingredients were copperas, galls, gum arabic and a solvent such as water, wine, vinegar, ale or beer. If these materials were blended in the proper proportions, the ink would have a high, black luster, greatly admired by some inkmakers.

Examination of documents of this period reveals that the iron gall inks have either remained black, turned rusty brown, or faded out completely. The latter will be found to have occurred only in a small fraction of one percent if several thousand documents are inspected. During the middle of the eighteenth century, Lewis made the first investigation to determine the principal cause of this turning of black iron gall ink to brown. After exposing inks of different composition to several weeks of sunlight, a procedure still used today, as well as performing other tests, he came to the conclusion that the insufficient use of galls was the primary cause. He

recommended that compounding three parts, by weight, of galls to one of copperas would make the most durable ink. Later analyses of galls and the method used at that time for extracting the tannic and gallic acids they contained have shown that his recommendations in the main were correct. Few inks made from the formulae in Table I could be expected to remain black over a period of years. Recent research has shown that the composition of paper as well as storage conditions can be factors in turning black iron ink brown.

Another very interesting observation by Lewis was what he termed the corrosive effect of these iron inks on documents of an earlier period. He concluded this was due to acid in the ink and unsuccessfully attempted to neutralize it with lime. Kimberly, Zimmerman and Weber in their study of gallotannate of iron inks in 1935 also concluded the mineral acid in these inks to be destructive to paper. In the process of inkmaking, sulfuric acid is produced when the gallic and tannic acids of the galls combine with the iron in the copperas (ferrous sulfate) to form the black writing fluid. This acid does not evaporate when the ink dries but spreads into the fibers surrounding the inked area, causing eventual embrittlement of the paper. It will be shown later that the presence of high acidity in these inks has caused deterioration in a large number of colonial documents. Inks having a relatively low acidity have done but slight damage.

A study of the materials that produce these inks is interesting as well as helpful in evaluating the effects that they have had on the permanency of documents. There were two most important compounds, copperas, sometimes called green vitriol, sal martis or sulfate of iron, today technically known as ferrous sulfate, and galls. Copperas was made by the oxidation of pyrites on exposure to air and, according to Aikin, the process had, by 1807, changed but little since the reign of Queen Elizabeth. Rain water was allowed to dissolve and carry off into a lead chamber the copperas and sulfuric acid, formed by the oxidation of the mined pyrites. Scrap iron was added to this solution which was heated for six days. A greater yield of copperas was obtained by this addition due to the interaction of the iron and sulfuric acid. Aikin further states that the same process was followed in France, but that in Germany no scrap iron was used. A description of the process can be found in *Philosophical Transactions*, Vol. XII, 1678. In view of the lack of analytical methods employed at that time for testing acidity, one can readily see how one quantity of copperas would vary from another in residual sulfuric acid. This would inevitably result in

some inks being more acid than others. The clear green crystals of copperas were often recommended for inkmaking in preference to those containing ochre (basic ferric sulfate.) The purest copperas then available and used primarily in medicine was produced by dissolving iron in sulfuric acid. With one exception, copperas was the only source for obtaining iron to combine with the gallic and tannic acids. This exception was the solution derived from nails soaked in water for ten or twelve months. It is very doubtful that this procedure was ever used when copperas was an almost necessary ingredient for the then prevalent practice of dyeing cloth in most households.

Galls, the second most important ink ingredient, contain tannic and gallic acids which combine with the iron in the copperas to form a black pigment. The gall is an excrescence produced when the commonly called gall wasp punctures the bark of an oak tree and deposits an egg. When the larva develops, the tree produces the gall which serves not only as a home but as food for this insect. If the larva dies or leaves at a certain stage, the tree discontinues the production of tannic and gallic acids within the gall. This gall is of greatest value to the inkmaker when it contains the maximum amounts of those two acids. The blue or Aleppo gall was recognized and recommended in most ink formulae as being best for the purpose. According to Aikin, they were about the size of a nutmeg and were imported from Syria or other parts of Asia Minor. The brown English galls "vulgarly called oak-apples," and those produced in southern Europe were inferior to the Aleppo in tannic and gallic acid content. Aikin further states that Davy extracted 12.5% soluble matter from ordinary galls, and 46% from Aleppo, the latter extract containing about 90% gallic and tannic acids. Modern methods of extraction have increased this yield considerably. Recent work by Mitchell has shown that the Aleppo gall had from 52.9% to 79.5% tannic and 2.5% to 11.2% gallic acids, while the British gall contained only 3.2% to 36.7% tannic and 0.0% to 1.5% gallic acids. As a rule, the ink formulae recommended from four to twelve days, in the sun in summer or by the fire in winter, to properly extract the "virtue of the galls." Fermentation as well as heat were both factors in this extraction process. The common practice of breaking the galls into pieces before soaking was discontinued by Lewis as he found through experimentation that, by reducing them to a powder, he obtained a greater yield of these two organic acids. Boiling the galls for different lengths of time was advocated in several formulae. Caneparius recommended boil-

ing the mixture as long as it takes to say "three pater nosters." These two organic acids were generally referred to as "astringents" a term still used in medicine. Lewis as well as others realized that oak bark, sloe bark, sumach, and pomegranate peels contained these acids, but he could not extract them in sufficient concentration for inkmaking. Both gallic and tannic acids are extremely weak and according to the findings of Kimberly, Zimmerman and Weber in 1935 they are not injurious to paper. This is the general concensus of opinion of other ink chemists.

Aikin says that gum arabic came primarily from Egypt and the Levant, that it "oozes" from a specie of the mimosa tree and hardens into round, yellowish white drops about the size of partridge eggs. Aikin may have been misinformed, the acacia tree and not the mimosa being the chief source of gum arabic. It is usually referred to as gum, and once Caneparius, who called it the "tears of Arabia," states that it gives body to the ink and keeps it from flowing too easily. Lewis attributes the following properties to the gum: it gives viscosity or body to make ink flow well, prevents the ink from spreading, suspends coloring matter, and does not sour easily. The writer has found that the gum is necessary to make ink flow properly when writing with a quill pen. This is not true when using a modern steel or fountain pen. The above evidence indicates that its purpose was to give the proper viscosity to the liquid and not to glue the ink particles to the paper as some modern chemists have assumed. Recent investigation has not shown that gum arabic is injurious to paper.

Rain water was the solvent most often recommended in ink-making, being the purest water generally available at that time. Spring and river water were specified in a few cases. In some areas, these waters are so alkaline that the content of the mineral acid in ink made with them would be slightly reduced due in most instances to presence of bicarbonate of calcium. The second most frequently recommended solvent was white wine. Lewis states that white wine gave a better color to ink when first made and that this effect was more pronounced with vinegar. Some of the other points of interest with respect to wine as a solvent are the possibly increased solubility of the gallic acid of the galls due to the alcoholic content, and the slightly inhibiting effect on mould and bacteria. However these factors would be eliminated by the evaporation of the alcohol unless the container remained closed at all times. The pleasant, ethereal odor given off by the wine no doubt appealed to the makers and users of ink, and it may have been another one of

the reasons for its use. As a rule, wine is slightly acid and will later be shown to be detrimental to paper. Vinegar, which was occasionally used, also proved to be somewhat injurious to paper.

Aqua vitae, brandy or spirits were sometimes added to keep the ink from freezing and breaking its container. This was no doubt a problem in cold climates where only limited heating facilities prevailed. However, it is interesting to note that Waters in his tests at the National Bureau of Standards did not encounter this difficulty when he froze ink in a refrigerator. The capital imperfections created by the addition of distilled spirits seem to have been the decreased solubility of the copperas, the tendency of the ink to feather on paper, and the fact that its black color faded more quickly when kept in an inkwell. Some of the eighteenth century inkmakers condemned this practice for these reasons. Among other ingredients sometimes added were rock alum, pomegranate peel, feces, sugar, bark of the nut tree, and copper sulfate. No reason was given for the use of rock alum which was described by Murray as alunite or alum stone from Italy. The peel of the pomegranate and the nut tree bark contained tannic acid which accounted for their use. Sugar would give a gloss to the ink, an admired characteristic, as well as prevent it from drying quickly. This quality assisted in making letter press copies toward the middle of the eighteenth century. Copper sulfate was believed to add blackness to the ink. These ingredients, with the occasional exception of rock alum, are rarely mentioned in the investigated formulae.

When first made, iron gall ink has but little color, freshly written characters being difficult to read. The tannic and gallic acids of the galls combine with the ferrous iron of the copperas to form a soluble and invisible compound, which remains so until the oxygen of the air converts it to the ferric state. This latter compound which is black and insoluble is known today as gallotannate of iron. The early inkmakers took advantage of this point and allowed some of the ink to become oxidized in order that it would have sufficient blackness to be used as a writing fluid. When wine or vinegar is used as a solvent, the ink becomes darker more quickly than when distilled water is used. This was the principal reason for their use. Toward the middle of the eighteenth century logwood extract was often used to give this added color. In 1763, Lewis experimented with the juices of various berries, but found they had a detrimental effect on the color when exposed to sunlight. He recommended logwood which has since been replaced by other organic dyes.

There were various procedures used in compounding iron gall

inks, but the following as recommended by William Allason of Falmouth, Virginia, in his *Letter Book*, 1770-1787, Archives Division, Virginia State Library, is typical of these two centuries:

Arabic, three ounces; vitrol (green vitrol) two ounces Galls, three ounces; white wine two pints and a half; beat the Galls put them with the wine into an earthen vessel, set it in the sun for six days, stir them every day twice or thrice, then sit it over a moderate fire for a half a day or a day; then strain it having dissolved some vitrol and Gum in a little wine, put it into it, then set it in the sun three days more, and it is made. To keep it from freezing put into it a little aqua vitae — You may use Rain or River water instead of wine.

If the often quoted Caneparius had written the above, he would have likely added, "We thus have Encaustum, Indeed, Indeed, a marvel of nature." It is not known whether William Allason used ink made by this formula when writing his letter book. If he did, the lack of sufficient galls would be one of the principal reasons why the ink has turned brown.

Another ink which was in demand to some extent was a kind of powder which was often called a portable ink, being suitable for carrying on a journey. In the seventeenth century this was usually made by reducing the galls, copperas, and gum arabic to the finest possible state, sifting the powder through a cloth, and adding water or wine to the powder as needed. Caneparius called this ink-dust and stated that this was not used as extensively as the regular liquid ink. It was quite pale when first made, limiting its use. In 1764, directions for making an ink powder were printed in *The Handmaid to the Arts* and consisted of evaporating the liquid ink in a balneo mariae (water bath) and powdering the residue. It would write as black when water was added as it did before evaporation. It is not known when this type of ink was first used. Evidence has been found of ink powder that had fallen in the inner margin of record books as early as 1680. It was often advertised for sale in the *Williamsburg Gazette* during the eighteenth century. One can readily see the advantage of purchasing a powder that would serve its purpose well, avoiding the necessity of going through the procedure for making ink already described. Goyer of Paris is credited with establishing the ink industry in 1625, but whether he manufactured a powder or liquid ink has not been determined. The former type would surely have been easier to package, ship, and protect from freezing or spoilage by mould and bacteria. For these various reasons, it would seem that this ink powder may have been much used in this country during the eighteenth century.

Various containers were suggested for storing ink until used.

Caneparius's recommendations were unique and were as follows: "Keep the ink in a lead vase, for lead increases the blackness. The ink can be kept, however, in a glass vase, if the vase is thoroughly cleaned. You can also keep it in a vitreous potter's vase, or in a gourd which has hardened with age. Container should be kept closed or at least covered, so as to keep out the dust which will mess up the ink in a marvelous manner." Lewis suggested an oaken cask as the astringent material in the wood is the same as that found in galls. He warned against the use of copper or lead containers which he stated would "debase the color of ink." He further recommended placing small pieces of iron in the cask to reduce the acidity of the ink. The ferrous sulfate thus formed would make the ink less acid. To what extent this was practiced is not known, but in the literature studied Lewis makes the only suggestion for eliminating this acidity. The containers used for packaging ink powders could be of a much simpler nature and were likely made of paper. A communication dated 19 Dec. 1782 from L[eighton] Wood to James Simmons requesting "half dozen papers of Ink Powder" seems to substantiate this idea. This document may be found in the Executive Papers in the Archives Division of the Virginia State Library.

TABLE I

IRON GALL INK FORMULAE OF THE SEVENTEENTH AND EIGHTEENTH CENTURIES EXPRESSED IN GRAMS PER 100 C.C. OF SOLVENT

No.	Date	Cop- peras	Galls	Gum Arabic	Rock Alum	Log- wood	Solvent	Biblio- graphy
1	C. 1600	3.1	6.2	12.4			Spring water	14
2	" "	9.3	12.4	12.4	12.4		Rain water	"
3	" "	3.1	6.2	12.4			Ale	"
4	1602	9.3	15.5	6.2			Wine or rain water	5
5	1619	3.3	9.9	6.6			White wine	4
6	"	6.6	9.9	6.6			" "	"
7	"	2.5	10.0	5.0			" "	"
8	"	19.8	13.2	6.6			" "	"
9	"	2.5	10.0	5.0			" "	"
10	"	6.0	4.0	4.0			White wine or vinegar	"
11	"	10.0	15.0	10.0			" " " "	"
12	"	12.5	6.2	6.2			Wine from Mallows	"
13	1656-66	2.3	3.1	1.5			Rain water	16
14	1727	1.5	9.3	6.2	3.1		" "	5
15	1735	6.0	12.0	6.0	6.0		" "	7
16	"	3.5	5.6	some			" "	"
17	"	6.3	6.3	2.1			" "	"
18	"	4.2	6.3	some			" "	"
19	"	6.0	12.0	6.0		24.0	White wine	"
20	"	3.0	12.0	6.0			Rain water	"
21	1751-65	24.8	49.6	6.2			" "	8

22	" "	8.0	6.0	2.0	3.0	River water and white wine	"
23	1753	6.2	12.4	6.2		Rain water	9
24	1760	6.2	12.4	1.5	1.5	Soft water	6
25	1763	3.1	9.3	some	3.1	Vinegar or white wine	12
26	1764	6.2	12.4	3.9	1.5	Soft water	10
27	"	6.2	12.4	2.7	12.4	" "	"
28	"	8.0	00.0	2.0		" "	"
29	"	3.7	7.4	2.3		" "	"
30	1770	3.1	12.4	3.1		Rain water	14
31	"	6.2	24.8	4.7	1.5	Equal parts rain water and vinegar	"
32	1770-87	5.0	7.5	7.5		White wine or river water	2
33	1777	9.1	7.5	6.0		Beer	18
34	1792	4.1	8.2	4.1	4.1	Water	14

These additional ingredients were recommended in the indicated formulae: No. 5, 9.9 g. pomegranate rind; No. 6, handful of ash bark; No. 8, handful of nut tree branches; No. 14, sugar loaf size of a hoarsel nut; No. 19, 6.0 g. pomegranate peel; No. 20, feces; No. 27, privet berries may be substituted for logwood, 1.5 g. pomegranate peel; No. 28, 8.0 g. pomegranate peel; No. 29, evaporate to dryness to make ink powder; No. 31, 0.75 g. verdigris; No. 33, salammoniac to prevent moulding; No. 34, 1.0 g. copper sulfate.

A survey of seventeenth and eighteenth century documents was made to determine which type of iron gall ink appeared to have had the most detrimental effects on paper. After examining several hundred specimens, fifty were found in which the ink had eaten holes through the paper. Of the fifty, the ink of three was brown, that of forty-seven was black, a strong indication that the latter was more destructive. Most of these holes occurred in capital letters or other places in which there was a large deposit of ink. High acidity in these inks and its destructive effect on paper have been known for a long time. As early as 1763, Lewis considered this to be the chief cause for the damaging effect of iron gall inks on paper. He, as well as others, tried to produce a permanent iron ink free of acidity yet retaining all of the desirable properties of a good writing fluid. Not until very recently did the work of the Section of Organic Chemistry of the National Bureau of Standards and the laboratory of the Government Printing Office make this possible in an ink first discovered in 1908 by Silberman and Ozorovitz of Rumania. This new ink is composed of iron, ammonia and gallic acid, and is technically known as diammonium hydroxyferrigallate. Details on a manufacturing procedure for this ink as developed by Morris S. Kantrowitz and Earl J. Gosnell may be found in *Alkaline Writing Ink*, Technical Bulletin No. 25, 1947, of the United States Government Printing Office.

A test for acidity on the inked and uninked areas of several old documents of the period seemed desirable. This test was limited

to fourteen sheets that were considered of no historical value and were either purchased or given to the writer for this purpose. The pH of these papers was determined colorimetrically and the method of preparation of the sample was the same as that developed by Dr. Herbert F. Launer of the National Bureau of Standards. The results of these tests may be found in Table II which clearly indicates that the black inks were far more acid than the brown. In all cases, except one, the inked area was more acid than the uninked margins. A pronounced discoloration and embrittlement was noticed in the inked portion of samples 1, 2, and 3. In samples 2 and 3 holes appeared in the heavy or broad pen strokes. Since these specimens seem to be a fair cross section of the documents of this period, it is only logical to assume that iron gall inks varied from a low to a very high acid content. It is interesting to note that the paper in the inked areas of specimens 1, 2, and 3 of Table II could be reduced to powder when pressed between the fingers. The uninked margins could be handled without fear of injury. These three documents were excellent examples of the ultimate effects of highly acid ink on paper.

TABLE II
pH of Inked and Uninked Areas of Documents

BLACK WRITING					
No.	Approx. date	Appearance of paper	No. sides written on	pH uninked margin	pH inked area
1	1669	very brittle	2	4.4	3.7
2	1715	" "	2	4.3	3.4
3	1740	" "	2	4.2	3.5
4	1712	weak	1	4.8	4.0
5	1690	good	2	6.4	5.4
BROWN WRITING					
6	1770	weak	1	4.9	4.7
7	1744	good	1	5.1	5.1
8	1745	fair	1	5.0	4.8
9	1799	fair	2	4.4	4.2
10	1784	good	1	4.8	4.7
11	1747	weak	2	4.7	4.4
12	1744	fair	1	5.0	4.8
13	1710	brittle	2	5.1	4.1
14	1745	fair	1	5.0	4.8

There are two distinct types of inks found in Table II. As stated, the first has remained black for several hundred years while the second has turned a rusty brown. The proportion of galls to

the amount of copperas used varied considerably in the formulae given in Table I. The brown writing, which was originally black, lost its color due to insufficient amounts of gallic and tannic acids in the inks. The inks which have remained black contained sufficient tannic and gallic acids to balance the quantity of iron in the copperas. As too few galls were included in most of the formulae, the ink in the majority of old documents has turned brown. This principle was first discovered by Lewis, and the work of later researchers has confirmed his findings.

It seemed desirable to reproduce as nearly as possible these two types of inks in order to best study their effects on the permanency of paper. After analyzing the formulae in Table I, two inks, considered to be of average composition, were made. Ink A6 contained 6.0 g. ferrous sulfate, 3.0 g. gum arabic, 4.68 g. tannic acid, 1.52 g. gallic acid, and 100 c.c. distilled water. These proportions are similar to the formula recommended by Waters as a permanent black ink with the exception of the addition of gum arabic. Ink B6 was the same in every respect with the exception that the amounts of tannic and gallic acids were decreased to one-fourth the amounts used in A6. Within a short course of time, ink B6 can be expected to turn brown. Ink lines were drawn with a quill pen on both sides of two eighteenth century papers. These lines were in width of one inked line to four uninked spaces. This was estimated to be about the proportions resulting when a scribe wrote with a wide point quill and formed his letters fairly close together. These specimens were heated for 72 hours at 100° C. which is the procedure used for evaluating the stability of papers by the National Bureau of Standards and other laboratories. The folding endurance test was used to determine the embrittlement of the paper fibers that might result from the ink. The pH (degree of acidity) of the inked and uninked specimens were also made. Data on these experimental inks is given in Table III.

TABLE III

INK A6

	Date of Paper	1	2	3	4	5
		Uninked	Inked	Inked Solid	Ink Powder	Neutralized
% Retention						
Folding	1722	96	55	00	64	107
Endurance	1790	88	58	00	75	117
pH after	1722	7.6	6.9	3.1	7.5	7.7
aging	1790	5.7	4.8	3.2	5.1	7.3

		INK B6				
% Retention						
Folding	1722	96	74	11	79	91
Endurance	1790	88	61	9	80	103
pH after	1722	7.6	7.4	3.5	7.6	7.9
aging	1790	5.7	5.2	3.6	5.1	7.5

The uninked specimens showed but little decrease in folding strength under a cycle of artificial aging, while the inked papers exhibited a marked decrease. The acidity of the inked papers was higher than that of the uninked. The papers containing ink A6 decreased more in the fold test and had a higher acid content than did those containing ink B6. This factor was also exhibited in the survey as well as in the old papers of Table II. This difference in acidity may be accounted for by the formation of less free mineral acid in ink B6 when the gallic and tannic acids combined with the iron in the copperas, for ink B6 contained only one-fourth as much of these organic acids as did A6. Ink A6 was lower in acidity than the very acid black inks of Table II. However, if the concentration of the ingredients had been three or four times greater, which does occur in some of the formulae of Table I, then the acidity would have been more nearly equal. Evaporation of the solvent in the ink-well, closeness of the writing, surface of the paper, viscosity of the ink, width of the pen strokes, and residual acid in the copperas from its manufacture could have been factors in the amount of ink and acid deposited on these old papers. Writing on both sides of the paper must also be taken into account when comparing values in Table II.

Additional information was desired on the effects of solidly inked areas such as capital letters and blacked-in figures which contain large deposits of ink. To reproduce this condition, paper specimens were soaked for 30 seconds in inks A6 and B6. After aging, the embrittlement of specimens soaked in ink A6 was so great the fold test was impossible to make. The acidity was very high and could be expected to produce holes in the paper in the course of time. Again ink B6 was less acid and held up better in the fold test. Results of these tests can be found in Table II, column 3.

The acid present in these inks does not evaporate but spreads into the fibers adjoining the ink strokes. Evidence of this sometimes can be found in blank leaves which have been in contact with a written page. A light brown writing will appear in reverse on the blank sheet and can be read by holding it to a mirror. A test on an eighteenth century specimen of such a sheet did not reveal the

presence of iron, which would have indicated a transfer of ink. Since the area containing the brown writing in reverse was more acid than the clear margin (clear margin pH 5.0, reversed writing area pH 4.8) it was concluded that this discoloration was due primarily to the migration of the acid in the ink to the blank sheet. In this connection, both Mitchell and Waters give information on the spreading of sulfates in writing.

The research of Zimmerman, Weber, and Kimberly indicated that copperas is injurious to paper, but gum arabic, tannic and gallic acids show no adverse effect on it. With the exception of the solvents, no further test seemed necessary on the basic ingredients of these old inks. Besides water, as before stated, wine was often used to dissolve the compounds for making ink, while beer, ale, and vinegar were only occasionally specified. Two inks, one made with wine and the other with vinegar instead of distilled water, contained the same proportions of ingredients as ink A6. After aging, the folding endurance was decreased to a greater degree than that of inks made with distilled water. The acidity was also higher, but the ink made of wine had a tendency to decrease in acidity on aging, due probably to the volatility of the organic acids of this solvent. These data may be found in Table IV.

TABLE IV

	Date of Paper	Uninked	Distilled Water	White Wine	Vinegar
% Retention	1770	97	65	50	57
Folding					
Endurance	1722	96	55	43	45
pH Control	1770	6.6	5.2	4.5	4.9
pH Heated	1770	6.6	5.0	4.7	4.8

The foregoing experiments have pertained to those factors in inks which have had an adverse effect on paper. However, the paper of a few documents of this period is uninjured by the ink with which they are written and there are quite a large number in which only a relatively small amount of damage had been done. Documents No. 5 and 7 in Table II, appeared to be in excellent condition, bearing no indication that the ink had been injurious. As a whole, the brown inks found in the survey as well as in Table II did not exhibit discoloration or injury to the paper to the degree effected by black inks. Tests were made to obtain additional information as to the possible factors which have influenced this condition.

Ink powder made by evaporating the ink to dryness on a water bath and then adding distilled water to its former volume showed

less tendency to damage the paper than the original ink. The acidity was also less, perhaps due to a very small amount of the mineral acid being volatile. The ink powder made from ink B6, the type that soon turns brown, showed but relatively little damage to paper on aging. The results of these tests can be found in Table III, column 4.

All inks of the period were not necessarily as concentrated as inks A6 and B6. Several formulae of Table I specified less ingredients than those in inks A6 and B6, one having only $1\frac{1}{2}$ g. of copperas per 100 c.c. of solvent. Many scribes wrote with a narrow quill point, sometimes using spring water to mix their powders. Spring water or river water is often alkaline, due to the presence of bicarbonate of calcium. These factors would be reflected in the final acidity of a document. Table V contains inks A $1\frac{1}{2}$ and B $1\frac{1}{2}$ which were compounded at one-fourth the concentration of inks A6 and B6. The ink powder was made as formerly. Distilled water, containing 200 parts per million of calcium carbonate to simulate the water of a spring, was used to dissolve the powders. The lines were drawn in ratio of one inked to seven uninked spaces to represent writing done with a narrow point quill. The results are interesting, proving the fact that ink of lower concentration does only slight injury to paper on aging and possesses little acidity. The ink powder showed no decrease in folding endurance and almost no increase in acidity. These seem to be some of the factors governing inks that were not particularly damaging to paper. A narrow quill point and a light deposit of ink are obviously two primary reasons why specimen 5 in Table II is in such excellent condition today.

TABLE V
INK A $1\frac{1}{2}$

	Date of Paper	Uninked	Inked	Ink Powder
% Retention	1722	96	89	99
Folding Endurance	1799	101	88	102
pH after aging	1722 1790	7.6 6.8	7.4 6.4	7.5 6.5

INK B $1\frac{1}{2}$

	Date of Paper	Uninked	Inked	Ink Powder
% Retention	1722	96	95	93
Folding Endurance	1790	101	85	99
pH after aging	1722 1790	7.6 6.8	7.5 6.4	7.6 6.4

The results of this study indicate that nearly all of the iron gall inks were damaging to paper due primarily to their acidity. It is known that this acidity does not evaporate but continues to be active, weakening the cellulose structure of the paper fibers. A procedure recommended by the writer in the *AMERICAN ARCHIVIST*, July, 1943, for neutralizing acid in paper was tried on specimens inked with inks A6 and B6. This consisted of soaking the documents for twenty minutes in lime water, (calcium hydroxide), then for the same length of time in a solution of 0.15% calcium bicarbonate. This not only neutralized the acid, but precipitated into the fibers calcium carbonate which has a stabilizing effect on the paper. This calcium carbonate also acts as a buffer against the absorption of any acid at a later time. The inked samples gave satisfactory results as is shown in Table III, column 5. These papers did not lose in folding endurance after aging and were mildly alkaline. There are a number of institutions now using the process prior to the lamination of deteriorated documents. Adelaide E. Minogue, formerly of the National Archives, recommends soaking in distilled water to remove this acidity, but states that highly acid and brittle documents can not be treated due to their disintegration in the bath. This difficulty may be overcome by using woven wire cloth or some other suitable means of conveying the documents in and out of the solution. Since all but two of the papers in Table II are far below the minimum standards for permanent papers, and specimens 1, 2, and 3 are among the most acid papers recorded, it is obvious that some method should be employed to eliminate this acidity.

Even though most of the manuscripts of these two centuries have been damaged in varying degrees by the acidity of the inks, we are indebted to the early inkmakers for selecting materials and formulae that have, in nearly all cases, remained legible either in a black or brown state. Considering their lack of scientific information and the tools then available, they did a good job. These brown inks have caused some alarm, the belief being that this change from black to brown was an intermediate step to complete obliteration. This does not necessarily seem to be true as both the old black and brown inks have become more inert, requiring stronger reagents to bleach than does new ink. Inks A6 and B6 were diluted ten times with distilled water and the writing of each was exposed to sunlight. Ink B6 soon turned brown, A6 gradually turned grey, and both eventually faded completely about the same time. The amount of ink deposited on the paper is a factor in how quickly the char-

acters will be obliterated on long exposure. The deposit of ink on most of the early manuscripts was heavy, producing a good depth of color in the writing. This can be attributed to the concentration of the formulae used as well as to the practice of drying the ink with sand. Today part of the ink is often removed by blotting. In an attempt to obtain specimens of faded ink, two heavily brown inked eighteenth century manuscripts were exposed to several months sunlight, but the results were very disappointing. A thin deposit of ink will fade more quickly. Even though these inks appear to be relatively stable, it is inadvisable to frame valuable documents, as light is injurious to both ink and paper. If documents containing either brown or black ink are stored in darkness under good atmospheric conditions there seems no reason for fear of further fading.

This study has shown that iron gall inks were used almost exclusively in this country during the seventeenth and eighteenth centuries. As a rule, the inks which remained black were far more acid than those which had turned brown. Nearly all the early manuscripts tested were much higher in acidity than the maximum permitted in paper selected for permanent records. Test data has indicated that this acidity has been a large factor in the deterioration of many early documents. Manuscripts that will be of value to future historians should have this acidity eliminated if they are expected to be serviceable in years to come. To date, no reason has been found for concern over some of the black inks turning brown, the residual iron compounds appearing to be relatively stable if placed under good storage conditions.

The subject of iron gall inks of the colonial period is too broad to be covered fully in an article of this length. The data here presented may be of value to the archivist in understanding existing physical conditions of manuscripts as well as determining the best methods for their preservation. Additional investigation is in process and it is hoped that other workers will join in this field of study, thereby adding to the knowledge of the components of documents.

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Archival Procedures for Planned Records Retirement

By PHILIP C. BROOKS¹

National Security Resources Board

GENERAL schedules having Government-wide effect in authorizing disposal of records, chiefly those of "housekeeping" activities, are an innovation of the National Archives in the last two years. But they are truly only one step in a long series to aid planned records retirement in Federal agencies. Difficulties in handling isolated disposal authorization requests covering small batches of accumulated records and unrelated sporadic offers of records for transfer were seen by National Archives officials early in that agency's work. Cooperation with agencies to produce planned records programs was sought not only to save the taxpayers' money but also to promote intelligent and orderly archival growth. These aims required study, negotiation, and joint planning as well as new procedural devices. The devices adopted have been surveys with resultant negotiation, single agency disposal schedules of continuing effect, continuing transfer commitments, comprehensive schedules, and general schedules. The joint planning has gone so far as to involve National Archives representatives in the actual devising of Government-wide administrative regulations.

First it was necessary to survey the records holdings of the agencies, to care for a backlog of proposals for disposal, and to set up methods of transfer of legal and physical custody of records to the National Archives. Examiners went into all Government agencies, studied records accumulations, and explained their interests to administrators. The survey, disposal, and transfer procedures first used have been described in early *Annual Reports* of the Archivist, and are by now well known to most American archivists.

Legal steps were necessary to improvement of the program, and the first was the Disposal Act of 1939,² which clarified prior legis-

¹ At the time this article was submitted, Dr. Brooks was a member of the staff of the National Archives.

² 53 U. S. Stat. 1219-1221, approved August 5, 1939.

lation and provided a definition of records. It was followed by a 1940 act dealing with microphotographed records.³ That was superseded in turn by the Disposal Act of 1943,⁴ which brought a major change in the disposal authorization procedure that had been in existence since 1889. Previous acts provided only for Congressional authorization for disposal of single accumulated bodies of records already in existence, which might vary from year to year or might recur in dismaying tediousness. The 1943 statute adopted a principle already in effect in several other countries. Continuing authorization could now be given for disposal of specific series of records after stated periods of time on *schedules*, as distinguished from the one-time *lists*. Each authorization still applied only within a single agency, and the initiative still came from its administrators. Such schedules now constitute the majority of disposal transactions handled by the National Archives, the older type *lists* being used for bodies of records not created recurrently, or for records of terminated agencies.

Continuing transfer commitments, sometimes previously arranged informally, were formalized in 1944, to complement the continuing disposal plans embodied in the schedules. These commitments are based, as transfers have always been, on "agency transfer requests" by which the administrative agency offers records to the Archivist. In the newer type jobs, however, the agency proposes to transfer instalments of stated series at specified periods of time. After the usual appraisal an Archives representative reports on the practicality of the transfer program as well as on the value of the records. The commitment is embodied in a letter from the Archivist to the head of the other agency agreeing to take, for example, the headquarters file of a series of administrative reports at three year intervals, each instalment after the latest report is one year old. Details of the time periods often require careful analysis, and it is occasionally necessary to agree upon transfer after records have reached a certain age, but at intervals to be mutually agreed upon later depending upon space and other considerations. Since the first *continuing* transfer job was set up in the summer of 1944, some 70 such commitments have been agreed upon, and about a third of the accessioning transactions handled by the National Archives are of this type. Other examples of series covered by such jobs are Coast Guard logs (the first so treated), files of discontinued Army posts, records of State Department

³ 54 U. S. Stat. 958, approved September 24, 1940.

⁴ 57 U. S. Stat. 380-383, approved July 7, 1943.

foreign posts, Navy ship plan booklets, and National War Labor Board case files.

At the time a main file of the reports referred to above is agreed upon for continuing transfer, field office copies, to add to the example, may be scheduled for disposal. In fact a *comprehensive schedule* can be prepared, one copy of it being used for a National Archives disposal dossier and one, with reference to the retention items, being used for an accessioning job. Once these are approved the creating agency can file the records according to their ultimate retirement, and can plan its filing space and other facilities knowing exactly what to expect.

Even with these devices for expediting retirement within any one agency, National Archives officials felt that more could be done. Many kinds of items appeared to be similar on schedules and transfer requests submitted by different agencies. Most of them pertained to "housekeeping" activities. And in a government that keeps employment records of millions of public servants, purchases supplies and equipment by the billions of dollars, deals with an inquisitive citizenry of 150 million persons, and creates records by thousands of cubic feet, "housekeeping" records assume vast bulk. Citation of figures showing mass is not enough, however. For with two or three hundred agencies having the same kinds of administrative work, the duplication is great and the opportunities for streamlining are promising. These thoughts led to the invention in 1945 of the *general schedules* applicable to types of records common to all or several agencies of the Government. Their use required additional legislation, which came in an amendment to the Disposal Act approved in 1945.⁵ This law provided that the Archivist could initiate and submit such schedules to Congress for approval, without waiting for other agencies to report items for disposal. Allowance for special factors requiring some agencies to keep records longer than the general rule was made, in that the general schedules are permissive, not mandatory. Yet for maximum effectiveness all agencies are urged to utilize the shortest retention periods that have been approved.

Personnel records were the first kind to be put on a general schedule. Common practices were already evident that were put into retention periods on the schedule, for examples, of one year for unsuccessful applications for positions and leave applications, three years for annual leave record cards, and five years for effi-

⁵ 59 U. S. Stat. 434, approved July 6, 1945.

ciency rating reports except the final one on each separated employee.

Meanwhile a committee of the Council of Personnel Administration (now the Federal Personnel Council) had been working since 1943 on an Official Personnel Folder and a National Archives representative served with the committee throughout its work. This plan, embodied in Civil Service Commission regulations early in 1947,⁶ provided that specified kinds of records of an employee's service should at the time of initial filing be clamped on the right side of the folder for indefinite retention, including his application, notices of personnel actions, oaths of office, veterans' preference forms, reports of loyalty investigations and other documents affecting his status. These go with the employee if he transfers to another agency. Others listed were to be clamped on the left side of the folder for temporary retention only, including requests for personnel actions, letters of release, letters of reference (after some debate over their lasting value), personal debt correspondence, and many others. The general schedule was then revised to provide for disposal of temporary papers when the employee transfers to another agency of the Government or is separated from the Federal service. One aim is to make the filing and retirement of personnel records standardized so that clerical employees can carry it on without further high-level planning or further clearance with the National Archives and the Congress for disposal authorization.

The personnel general schedule was based on the practice of filing the basic folder for each employee in the operating agency where he works, rather than in the Civil Service Commission. Not so the schedule covering fiscal records. The General Accounting Office is required by law to audit the accounts of all agencies, and therefore receives the "original" monthly accounts current of all disbursing officers, with many supporting papers. But the agencies retain copies, which are susceptible to brief retention. In such a large field as that of fiscal records (in the fiscal year 1947 the General Accounting Office received twenty million accounts of disbursing officers for audit) there are bound to be current revisions of procedure. Here again the Archives representatives were involved in analyzing present and future operations, rather than in studying the "musty old papers" with which laymen identify archivists.

With fiscal records the chief need was to provide retention of accounts, schedules, vouchers, and supporting papers in the other

⁶ *Federal Register*, 12: 1335-1336; February 25, 1947. The regulations have been revised occasionally.

agencies only long enough to allow the answering of questions raised by the General Accounting Office during audit. Once it was agreed that five years was a safe period, papers needed for answering audit questions could be scheduled for disposal after that period, and many other series scheduled for only one or two year preservation. A covering letter issued by the Archivist with the schedule stated that only a few basic series general ledgers, appropriation and allotment ledgers, and records and registers of original entry need be retained by the agencies to record the financial phases of their organization and administrative history, as distinguished from the records of individual accounts preserved at the General Accounting Office. Volume savings and convenience of disposal operations should be even greater than in the personnel records field. Of course there remains a gigantic problem in the evaluation and segregation of accumulated accounting papers in the General Accounting Office, but that will not be appropriate for a general Government-wide schedule.

A smaller but yet universal problem is encountered in records that deal with answers to routine inquiries, distribution of publications, "fan mail," complaint correspondence, and the like. These types were put into another general schedule, for disposal after three months. The assumption was that future administrative and research needs would be served by retention of replies to inquiries only where special research was required for the answers, master files of publications and statistics of their distribution, and letters of favorable or unfavorable comment only where administrative action resulted.

Other general schedules of government-wide applicability cover records of mail operations and of the committees that handled Selective Service deferment of government employees in the war, the latter being under standard procedures imposed by a general review committee.

Possibilities of covering several instead of all agencies have been exploited only once so far, in a general schedule applying to bankruptcy records of District, Territorial, and certain other Federal courts. Full utilization of this schedule in the approximately 90 courts affected could provide immediate disposal of 60,000 cubic feet of records and a regular plan for the future that could be followed in initial filing. Liberal disposal has been provided for papers in no-asset cases, supporting documents such as proofs-of-claims and various petitions and orders in asset cases, and duplicates of all valuable papers. In order to simplify matters for Court clerks and

in deference to the conservatism of legally-minded records keepers, two rather long standard retention periods have been provided for the various classes of disposable papers, ten and thirty years.

Possibilities of general schedules in all fields of "housekeeping" activities, and in many special classes including court records other than those of bankruptcy, have not yet been fully exploited. Even if eventually the majority of the larger fields are covered there will always be revisions necessitated by changing government procedures. Favorable comments from many agencies, however, and the relief of archivists at not having to appraise repeatedly the same classes of purely housekeeping records in one agency after another have already shown this new enterprise to be most worthwhile.

All evaluation for future use is somewhat speculative. One may well ask who is competent to judge whether a given body of records has "sufficient administrative, legal, research, or other value to warrant their continued preservation by the United States Government," to quote the Disposal Act of 1943. The broad field of evaluation cannot be covered in a brief article, but certain principles can be stated that are relevant to this account of planned records retirement procedures.

In no case does the Government depend upon the judgment, which may be humanly subjective, of any one person to decide what is to be kept and what destroyed. In fact, the problem of procedure development has been to offset the tendency toward an unconscionable number of clearances. The initial judgment as to administrative and legal value comes from the administrators producing the records, who best know the reasons for creation of records and their current use.⁷ Even before initiating general schedules, the Archivist naturally consults the appropriate central service and control agencies. The agencies producing records know by experience how long they must be referred to in order to wind up the business for which they were created, and generally how much longer they must be referred to for administrative precedents. Those agencies also know the laws governing their activities. They know which records involve legal rights and responsibilities of the Government or of the individual citizens concerned.

The National Archives judges records from all points of view. In the first instance it must be satisfied that due care has been given in the agencies to administrative and legal value. Then it deter-

⁷ Guidance in evaluation from all points of view is given to the agencies in the manual *How to Dispose of Records*, Washington: National Archives, Rev. ed. 1946, p. 8-12.

mines, after consultation of other agencies and from its own experience in reference service, whether or not records may be needed by agencies other than those which created them. For examples, it knows that the General Accounting Office refers to agency fiscal files, that the Civil Service Commission and Federal Bureau of Investigation call upon personnel folders, and that the Bureau of Labor Statistics consults files of all other agencies in its studies. The need for clearance with other agencies was the basis for the initial requirement that disposal jobs be approved by the National Archives Council, consisting of the heads of the major executive departments and certain other key officials. That was true of all disposal jobs until 1943, and is still true of general schedules.

The most important contribution of the National Archives, in appraising records either for disposal or for transfer, is that of judgment from the research point of view.⁸ There is no reason to suppose that administrative officials, busy with current duties, can know to what extent their records may be called upon in later years by historians, political scientists, economists, sociologists, statisticians, genealogists, and a wide variety of other users whose work constitutes research. The National Archives, on the other hand, with its stated objective of making records available both to the Government and to the people, is accumulating a body of experience from which it knows the kinds of records and of information that are sought. Its professional staff consists largely of trained historians, and they are expected to study the utilization of records as part of their daily work. Furthermore, its organization is intentionally such that the staff members who appraise records also have experience in reference service on the specific record groups to which they are assigned. Thus the bridge between selection of records for preservation and reference service to the Government and to the people is embodied in their own personal knowledge. Challenging problems still arise, such as those of great masses to which sampling techniques must be applied. But the majority of evaluations involve no substantial differences of opinion among agency officials, the appraisers, and the supervisors in the National Archives who approve the appraisals. This is in considerable measure due to records administration consultation with agency officials in advance of submission of disposal jobs.

Congress plays a part in authorizing disposal. Its Joint Commit-

⁸ A discussion of evaluation for research needs is contained in Philip C. Brooks, "Selection of Records for Preservation," *The American Archivist*, 4: 221-234 (October 1940).

tee on the Disposition of Executive Papers must approve all disposal lists and schedules, and after the Committee's report is filed with the Clerk of the House of Representatives the lack of negative action by the Congress itself constitutes authorization. This role of Congress has existed for nearly sixty years. Its existence gives a formality to the authorizations that enhances the feeling of responsibility for records of all Federal officials. To be sure the Congressional Committee depends upon the judgment of the National Archives, though in some cases, notably when records of the military services covering the period of the Pearl Harbor attack were reported for disposal, the reports are carefully scanned by some Congressmen.

The records retirement procedures that have been described necessarily involve "red tape." The new devices adopted in recent years are part of a constant effort to reduce it. But Government in a democracy involves accountability to the governed for records of its actions. Thus the National Archives must be sure that due consideration is given to administrative, legal, and research values of the papers the Government creates, files, and eventually either disposes of or retains.

From the Microphotographer's Mail

By DANIEL F. NOLL

The National Archives

QUESTION. As state archivist I have to decide whether or not I should authorize the destruction of certain records after they have been satisfactorily microphotographed. These are the records of a state agency, now defunct, the activities of which have been the subject of much controversy. The records are now in perfect order and their physical condition is such that filming costs will not be likely to exceed substantially the replacement value of the excellent filing equipment that they now occupy. Even the file folders and file guides can be largely salvaged for re-use. If the records are microphotographed in their present location, a not inconsiderable bill for trucking and possible damage to some of the file cabinets will be avoided. Another cogent reason for microfilming these records is that we do not have enough space in our present archives building to house the paper records. They will have to be stored in a warehouse shared with other state agencies. To prevent unauthorized persons from having access to the records, some partitions will have to be constructed. Other alterations will have to be made to provide for a minimum of clerical occupancy and fire prevention.

Although cost considerations lead me to favor microfilming, I am concerned over possible misinterpretation of my reasons for authorizing the destruction of the paper records. Former custodians of these records have been charged with having destroyed portions of these files. The destruction of such a large body of records has never previously been authorized in this state, as a result of microfilming or for any other reason. What precautions would you suggest to avoid the almost inevitable criticism?

Answer. The above facts seem to warrant, if not require, microfilming. Once you accept technical custody of such controversial records, you can scarcely hope to escape allegations of having tampered with the files. Microfilm is probably the most tamper-proof form in which records can be preserved.

There will be a certain element of safety in the fact that the records will have been microphotographed by you some time before you could possibly have known which specific files might again become the subject of controversy. Obviously, the sooner you complete the microphotography, the less chance there will be that you can be held responsible for any real or fancied malfeasance on the part of former custodians. A duplicate set of films might be deposited with some other state officer, such as the Secretary of State, to provide some further measure of protection against allegations that you had destroyed or altered any of the microfilms. There might also be some advantages in having the actual photography done by one of the several nationally-known firms of microfilm service contractors. You might not only profit by being able to show that a disinterested party converted the paper records to the microfilm form; but, since this will be your state's first experience with microphotography, you may also obtain a more satisfactory product than could reasonably be expected of your own inexperienced personnel.

Question. Which is correct, *reel* or *roll*, when referring to the microfilm itself?

Answer. According to *Webster's Unabridged Dictionary*, the primary meaning of reel is the revolvable device on which thread, yarn, or wire is wound. It also sanctions, however, a derived meaning such as a quantity of thread, etc., wound on the revolvable device. Either reel or roll, therefore, could be applied to the microfilm itself. My own preference for roll, rather than reel, ran into unforeseen difficulties in the early days of microfilming Army pay and muster rolls. At that time we followed the motion picture practice of starting and ending each reel with targets bearing the words START OF ROLL and END OF ROLL in the largest possible letters. Obviously, this was confusing to the War Department clerks who frequently found that a given pay or muster roll was continued from one microfilm *roll* to the next. Targets with only START or END were then tried, but the confusion was not then limited to pay or muster rolls. Difficulties were encountered with almost any kind of files. The use of the word *reel*, as in START or END OF REEL, solved all problems until the adoption of title and reel number targets with over-size letters and numerals made the start of the reel easily recognized without the aid of the special starting or ending targets inherited from motion

picture practice. By the time that the need for *reel* ceased to exist, however, it had become firmly established in Army microfilming practice and elsewhere.

Question. Where should retakes be spliced, at the beginning or end of the microfilm reel?

Answer. The ideal location for a retake is in the same position that the original occupied in the paper file. In library microphotography, this rule is universally followed. To splice a retake at any other location on a master negative of the microfilm edition of *The New York Times*, or in a File Microcopy negative of records in the National Archives, would be unthinkable. Such microphotography, however, is a form of near-publication in which conventional pagination is more important than any slight economies in the laboratory.

Where large bodies of inactive records are microfilmed to save space, however, advantage must be taken of every possible operating economy. Since splicing the individual microphotographic image in its proper location and checking the accuracy of the splicer's work requires a great deal of pains-taking attention to many details, it is frequently simpler and less costly to re-photograph the entire contents of a file folder and splice the corrected strip of film as an addendum to the original reel. This avoids the legal difficulties inherent in cutting and splicing within the main body of the microfilm reel. The illegible images are left in place as evidence of the need for corrective action.

There are limits, of course, beyond which the practice of re-photographing the contents of the entire folder may not be economical. This retake system originated on a microfilming project where the average folder contained about 25 papers. Only one half of the reels required retakes; and more than two folders per reel were rarely involved. This retake strip of film was then spliced at the beginning of the proper microfilm reel. Each strip of retakes was preceded by the Title and Reel Number Target, in addition to a special Retake Starting Target. At the end of the retakes a special Operator's Retake Certificate was photographed. When the microfilm reel was consulted, the presence of a double set of starting targets forcibly called attention to the fact that retakes had been necessary. The experienced searcher soon learned to examine the retake addendum before looking further in the main body of the reel. Checking the accuracy of the splicing was, of course, more readily done when all retakes were located at the start of the reel.

When the entire contents of a folder were re-photographed and the retakes spliced at the start of the reel, perforating the film at the point of the original error was rarely necessary. There was not much point in punching a hole in a microphotograph that is obviously distorted or illegible. When the photographer fails to photograph one of the documents in the file, there is usually insufficient room between the film images to allow perforations to indicate a missing image. Even if there is room between images, a great deal of pains must be taken to locate the hole between the right pair of images. In early experiments with the perforating devices, holes were frequently punched in error through a perfectly satisfactory image instead of the defective one. These were the primary factors that led to the abandonment of any system that involved perforations. A secondary consideration was that perforations have a tendency, especially with 16 mm film, seriously to weaken the film. The diameter of the hole should be as close as possible to one-sixteenth of an inch. Circular holes are better than triangular ones, since tears are much more likely to start at the sharp corners of a triangle than at any point on the circumference of a circle.

When the retake-addendum was first conceived, it seemed that the logical location for the retakes would be at the *end* of the reel. It was found, however, that more time was required to splice the retakes at the end than at the start of the microfilm reel. When splices were made at the end, about 100 feet of film had to be wound from the storage spool to a take-up spool, and then rewound on the storage spool after the splice had been made. Any subsequent inspection for splicing accuracy, of course, took more time when the retakes were at the end of the reel. The person using the microfilm records would consume more time turning to the end of the film and he would be more likely to overlook any corrections unless perforations or some other system was provided to warn him of the existence of retakes at the end of the reel.

Under some circumstances splicing can be avoided entirely. When hospital case records are filed numerically, an alphabetic index is maintained. Under the modified unit or serial number system, a new case number is frequently assigned on the re-admission of a patient whose last entry into the hospital was some years before. The earlier case histories are simply transferred to the new folder and the new number entered in the alphabetic index. When a retake is necessary in microfilming hospital records, a similar procedure can be used. The entire case history can be re-photographed and re-indexed under a new number. To hospital

record librarians who have not had any experience with microfilming, such a proposal would be viewed with no little alarm. Those who have microfilmed old records, however, have adopted a similar solution to the problem of empty folders the contents of which were finally found thousands of case numbers away from their proper location in the files. These "fugitive" records will probably outnumber the cases that have to be re-photographed because of defective film images.

The problem of "fugitive" folders is not quite so easily solved in self-indexing files. It is a rare alphabetic file that will not yield up some folders belonging in the A's long after that portion of the file has been microfilmed. One of the earliest solutions to this problem was to set these mis-files aside until the balance of the file was microfilmed and then to photograph them on one or more "supplemental" reels. When the practice of microfilming the entire contents of a folder is economical, there is no reason why the folders requiring retakes could not be interfiled with the "fugitive" folders being held for the supplemental reels. The searcher would soon learn to consult the supplemental reels when a defective image was noted in the main film file. A note on the carton, such as "See Suppl. for Jones, John A.," would also be helpful. The use of supplemental reels may add to reference costs; but the *possibility* of higher reference costs must be balanced against the *certainly* of the higher cost of splicing retakes to individual reels. Since relatively inactive files are the type most likely to be microphotographed, the slight statistical probability that both the main and supplementary reels will have to be searched does not appear to justify the objections frequently raised to the use of supplemental reels. The supplemental reel system is convenient when splicing equipment is not available, but it is practical only if the contents of the entire folder are re-photographed.

In conclusion, then, there are no hard and fast rules for solving the problems of retakes. The principal requirement is that once a given procedure has been adopted it should be followed consistently. Although this writer favors re-photographing the entire contents of a folder, there have been many instances in which the practice of re-photographing individual documents has been entirely satisfactory. There seems to be little justification, from the operator's or searcher's viewpoint, in splicing retakes at the end of the reel. If a retake addendum to each reel must be employed, it belongs at the beginning where it is least likely to be overlooked. This is comparable to the publishing practice of placing errata notes on

the fly-leaf or title page, rather than on the inside back cover of a book.

Question. What is the difference between a *microprint* and a *microcard*? Will they replace microfilm in the reproduction of archival materials?

Answer. The term microcard has been adopted by the publishers of microprints on cards that will fit the standard library catalog. The more inclusive term is generally accepted to include miniature textual facsimiles on an opaque base, reduced to such proportions that the text can not be read without magnification. The microprint differs from the microfilm copy in that the latter is carried on a transparent film base. Microprints must be read by means of a simple magnifying lens, a reflection projector, or a low-power microscope, depending on the degree of reduction. Since the economy of the process increases with the degree of reduction, any extensive use of microprinting has had to await the development of special enlargers or reading devices, more efficient than the ordinary 2-power magnifying lens or "reading glass," and more convenient than the low-power wide-field microscope. In recent years, most microprint reading devices have been primarily refinements of the familiar classroom *balopticon* which will project the magnified image of a book page on a wall or screen. In the late 1930's, Mr. Albert Boni placed on the market a reading machine that projected the microprint of a book page on a translucent screen. The degree of enlargement could be varied by the operator from 11 to 15 magnifications. The reader was designed to accept sheets of microprint, 6 x 9 inches, that contained 100 facsimile pages. Each image was approximately 0.5 x 0.8 inches, arranged in 10 rows of 10 pages each. A 400-page book, therefore, could be reproduced on four microprint sheets. Each sheet carried the title of the book and other identification in type that could be read by anyone with normal vision.

There are three processes generally available to the producer of microprints:

1. Printing on conventional paper from fine-detail engravings.
2. Photo-printing on a special diazo paper, similar to Ozalid.
3. Photo-printing on conventional photographic paper.

All three processes usually involve an initial microfilm negative. The printing press method had the advantage of low cost per page, but the cost of the plate required editions of 500 to 1,000 copies.

That the demand for editions of this size never materialized is supported by the fact that Boni reproduced his most popular series, the British Sessional Papers, on the diazo-type of paper. As far as this writer knows, Boni did not use silver-emulsion photographic paper for any of his microprints.

With the publication of Fremont Rider's *The Scholar and the Future of the Research Library*, the library world's interest shifted from the larger forms of microprint to the microcard which might also function as catalog card. A reading machine that magnifies the microprint image 24 times is now being offered for slightly less than 200 dollars. Plans are being made to publish microcards in a number of different subject-fields. Subscribers in any one field will pay 10 cents per card; orders for individual titles will be filled at 20 cents per card. According to *The Microcard Bulletin*, published in June 1948 by The Microcard Foundation, Middletown, Conn., these prices will be possible only if there is a demand for editions of from 50 to 100 copies.

Microcards are printed on silver-emulsion photographic paper. Conventional or abbreviated cataloging information is reproduced in normal type at the top of each card. Below this, appear the miniature facsimiles of approximately 60 pages. According to one of the tables in the Bulletin, 800 pages of a typical scholarly journal will require 15 cards. The number of pages per card, however, will vary from 30 to 200 depending on the size of the page and the reproducibility of the "copy." Since the reading machine magnifies the image 24 times, material photographed at 24 reductions will be enlarged to its original size on the reading screen.

What effect microcards will have on the reproduction techniques employed in archival agencies is, of course, difficult to prophesy. Unless significant improvements in the optics of cameras and reading devices are soon forthcoming, microcards are likely to be limited to reprints of previously published texts or to neatly typed copies of unpublished doctoral dissertations. Neither of these two types of material is commonly found in, or utilized by, archival agencies. Furthermore, microprinting on photographic paper is only economical when mass production is made possible by mass demand. No evidence of such a demand for the reproduction of archival materials has as yet materialized. Under the File Microcopy Program at the National Archives, the number of orders for the most popular series has been about ten microfilm prints. The average is probably closer to four or five. Microfilming and microprinting are not competitive processes; one supplements the other.

When from one to twenty-five copies are required, microfilm will probably continue to be more economical.

Question. In your discussion of the authentication of microfilm records in the July issue, you described the practical difficulties of devising certificates that added significantly to the evidential status of the microphotographs. You pointed out that in the case of public records the courts will usually be satisfied with paper prints enlarged to original size from the microfilm negative, provided the prints were properly authenticated or exemplified by the official custodian. But how would you attach a certificate of the conventional seal and red-ribbon type to a roll of microfilm, if the court required authentication of the microfilm itself?

Answer. For the first time in the history of the National Archives, this hypothetical problem several months ago became a very pressing reality. Seventy seven rolls of film were involved. The master negatives had been made about 1944 as part of the File Microcopy Program. At that time no one suspected that positive prints from these negatives would ever be used for a purpose requiring authentication or exemplification.

If only one roll had had to be authenticated, it would have been relatively simple to perforate a hole at each end of the microfilm roll, thread a ribbon through both holes, and affix both ends of the ribbon to a paper certificate bearing the seal of the National Archives. It would be impossible, however, to use the roll in a microfilm reader without cutting the ribbon or breaking the seal. Even if there had been no objection to this breach of the authentication, there were practical considerations requiring a simpler solution. In this case the Archivist was obliged to certify that not only the contents of each microfilm roll represented true and accurate copies, but also that the series of seventy seven rolls contained copies of all the records of a certain group in his official custody. This would have required seventy eight certificates.

The problem was finally solved by a single certificate of authenticity without any physical attachment, such as a ribbon, to any of the rolls of film. The rolls of film included in the authentication were listed by roll number, description of contents, and even linear feet per roll as shown in the File Microcopy catalog. This authentication also bore the certificate serial number and official seal.

To permit positive identification of each microfilm roll with this specific certificate, a rubber stamp with the legend "Annex to

National Archives Authentication Certificate No. XXX" was prepared. Acetate ink, a mixture of lampblack and a solvent for cellulose acetate, was then used to "ink" a standard stamp pad. With a little practice it was possible to stamp this notation neatly at the start and end of each roll. Since the solvent etches the film slightly, the notation can not be washed or wiped off. Then the official seal of the National Archives was impressed on the film. Since the diameter of the seal was almost twice the width of the 35 mm film, it was necessary to impress first the upper half of the seal and then the lower half at each end of every roll. This manner of identifying each roll with the certificate number and seal was described in the body of the authentication certificate.

The use of the official seal impression on the film added a degree of validity that could scarcely have been attained through photography. Virtually all rolls of microfilm produced in the National Archives photographic laboratory start and end with a microphotograph of a seal facsimile. But anyone with a copy of the National Archives letterhead has all he needs to produce microfilms with all the appearances of containing copies of our national official records. The embossed impression made with the official seal, however, is quite different from a printed facsimile. There is only one instrument to make the seal impression, its use is limited to only a few employees, and when not in use it is kept under lock and key.

The cross reference note in acetate ink might have been produced photographically, except for the fact that such formidable legal use was not anticipated when the records were originally microfilmed. If fewer rolls had been involved, the notation could have been written with acetate ink and an ordinary pen. The authenticating officer might also have placed his signature on the film as well as on the certificate.



INTERNATIONAL COUNCIL ON ARCHIVES, PARIS, JUNE 9-11, 1948

Seated left to right: *Husa (Czechoslovakia); Graswinkle (Holland); Samaran (France); Buck (United States); Jenkinson (Great Britain); Steinnes (Norway).*
 Standing: *Martin-Chabot (France); Rueda (Mexico); Mander-Jones (Australia); Born (OMGUS); Re (Italy); Möller (UNESCO-Denmark).*

Report on the Meeting of Professional Archivists Called by the United Nations Educational, Scientific, and Cultural Organization, June 9 to 11, 1948, Paris, France

By HERBERT O. BRAYER

*Secretary General
International Council on Archives*

FOR almost two years the secretariat of UNESCO has endeavored to formulate plans which would lead to the establishment of an International Council on Archives. With such international organizations already operating in the fields of museums, libraries, and general documentation, it was felt that the time was at hand for the establishment of a similar international organization dealing specifically with archives. Action was taken in the fall of 1946 by the secretariat to formulate a program for presentation to the Second Congress of UNESCO which was subsequently held in Mexico City in October, 1947. As Consultant for Archives for UNESCO, this reporter, aided by Dr. Solon J. Buck, then Archivist of the United States, and by Oliver W. Holmes, chairman of the International Affairs Committee of the Society of American Archivists, discussed the projected program with members of the State Department and with members of the United States National Commission. Our cause was supported by the able and records-conscious Librarian of Congress, Luther H. A. Evans. The result of this preliminary activity was the adoption by the General Conference at Mexico City of a provision calling for assistance in the establishment of an international organization on archives during 1948. A limited budget for effecting this directive was approved in the budget of the libraries section.

During the past spring the secretariat developed plans for the

calling of experts to discuss and to form the international organization. In May Dr. Julian Huxley, UNESCO director general, transmitted formal notification of the plans to establish the international council and requested all member nations to submit names of key archives personnel in each country. A formal invitation was then sent to certain specific countries who were requested by the director general to name official delegates to attend the meeting of the Committee of Experts in June.

In the meanwhile, a tentative draft of a proposed constitution for the international organization was prepared in the United States. Outstanding credit for the production of the constitution is due the members of the International Affairs Committee of the Society of American Archivists, headed by Oliver Wendell Holmes of the National Archives. Mr. Holmes, Dr. Solon J. Buck and this reporter — then officially a member of the UNESCO secretariat serving as consultant on archives — gave the draft constitution careful consideration before it was submitted to the director general for duplication and transmittal to the various member countries of UNESCO.

On June 9th the first meeting of the Committee of Experts was held in Paris at UNESCO House. Present were: Dr. Charles Samaran, director of the Archives of France, who was selected as chairman; Mr. Hilary Jenkinson, deputy keeper of records of the Public Records Office in London, who was selected vice-chairman; Dr. Solon J. Buck, chief of the Division of Manuscripts, Library of Congress; Dr. D. P. M. Graswinckel, director of the General Archives of the Netherlands; Dr. Vaclav Husa, councilor for the National Archives of Czechoslovakia; Dr. E. Martin-Chabot of the Archives of France; Dr. Emilio Re, director of the Archives of State, Italy; Dr. Julio Jiminez Rueda, director general, National Archives of Mexico; Dr. Asgaut Steinnes, director of the Royal Archives of Norway; two observers, Major Lester Born, Office of Military Government, United States, present from Germany at the request of Dr. Buck, and Miss P. Mander-Jones of the Mitchell Library, Sidney, Australia invited by the secretariat. In addition to the foregoing, the writer as consultant for UNESCO was present and selected as reporter. Mr. Arne J. Møller, head of the Bibliographical Center, Library Section, and Mr. E. J. Carter, head of the Library Section UNESCO, attended most of the sessions.

Following the address of welcome by the distinguished Deputy Director General, Dr. W. H. C. Laves (U. S. A.), the committee

began consideration of the suggested agenda, and approved a two-fold plan submitted by the secretariat: a) to take action to establish an International Council on Archives; b) to draft the constitution of the Council and to decide on action necessary to bring it fully into being.

As the first order of business the committee unanimously agreed to the provisional establishment of an International Council on Archives and following some discussion, the organization began the actual consideration of the draft constitution submitted by the secretariat. The constitution as finally amended and adopted will be duplicated shortly by UNESCO and copies sent to all members of the Society of American Archivists. For that reason no detailed consideration of the various sections of the organic act underlying the International Council will be made here.

The name of the organization as formally adopted is "The International Council on Archives," and its purposes as set forth in the constitution are:

- a) To hold periodically an international congress of archivists;
- b) To establish, maintain, and strengthen relations among archivists of all lands, and among all professional and other agencies or institutions concerned with the custody, organization or administration of archives, public or private, wheresoever located;
- c) To promote all possible measures for the preservation, protection and defense against all hazards to the archival heritage of mankind, and to advance all aspects of the professional administration of archives by providing greater opportunities for the exchange of all ideas and information on problems concerning archives;
- d) To facilitate the use of archives and their more effective and impartial study by making their contents more widely known, making reproductions more readily available, and encouraging greater freedom of access;
- e) To promote, organize and coordinate all desirable international activities in the field of archival administration;
- f) To cooperate with all organizations concerned with the documentation of human experience and the use of that documentation for the benefit of mankind.

Considerable discussion developed over those sections of the proposed constitution dealing with membership and representation, with sharply drawn divisions of opinion being manifest on this subject throughout the three day session. As finally adopted, membership is more restricted than in the draft constitution prepared by Mr. Holmes and this writer and submitted by the secretariat.

There are now three classes of membership: "a) National or regional archival associations, i.e., associations of institutions or persons interested professionally or otherwise in any aspect of the conservation or availability of archives." Such associations may become full members and are entitled to send two delegates to each congress, but associational membership on the council for any one nation is limited to a single association. The executive board may admit to membership international regional associations notwithstanding the fact they include within their membership members of national associations already represented separately on the council, but in any case no country will have more than three votes in the constituent assembly. Special provision was made for those countries in which there were more than one association within the country or where no associations exist at all. b) Institutional and individual membership. This class is divided into two parts: first, archival institutions (public, semi-public, private or ecclesiastical), which are entitled to representatives to the International Congresses and to the constituent assembly, *but have no voting rights*; second, individuals who are professional archivists. *The latter have no vote*, but the constitution contains certain provisions whereby individual members may participate in the meetings of the constituent assembly despite this restriction. Provision for honorary membership was made, but it was specifically provided that such honor should be given only to individual members of the council.

The matter of financial obligations for all classes of membership was discussed and referred to a special committee to be appointed by the president. A report of this committee will be submitted previous to the first international congress which is now tentatively set for the summer of 1950.

Provision was made for the calling of an international congress at least once in every five years and the adopted constitution outlined the method for calling these sessions and the functions to be included at such meetings.

The authoritative body of the International Council on Archives is the constituent assembly composed of the officers of the council, members of its executive board, honorary members of the council, and the *delegates appointed by the association members of the council*. Institutional and individual members may attend all meetings of the constituent assembly, but in no instance will they have a vote.

An executive board composed of the three elected officers and

ten additional members selected by the constituent assembly, the secretary general and the treasurer, governs the activities of the council between sessions of the constituent assembly. No two of the ten elected members of the executive board may be from the same country and board members are not eligible for immediate reelection.

Officers of the International Council include the president, two vice-presidents (one from the Western Hemisphere and one from the Eastern Hemisphere), treasurer, and the secretary general. The first by-law adopted by the council, but not made a part of the constitution, provides for two deputy secretaries general, one from each hemisphere. Provision for standing and special committees, their operation and reports, was provided for in the constitution.

Many of the provisions of the constitution evoked prolonged and detailed discussion and, unfortunately, the present international unrest and division was manifest in the Paris meetings. The American delegate, Dr. Solon Buck, endeavored throughout the discussions to maintain the broadest possible concept of individual participation and intellectual cooperation on the widest possible sphere. The adoption on the final day of a resolution which bound the secretary general not to invite to membership individuals, institutions, or associations from Spain, Germany, and Japan was necessary in order to secure the cooperation of southeastern European member nations. Dr. Buck and several others present, including this reporter, opposed this resolution, but it was felt that the international situation may be so clarified by the time that the first congress is called that its modification could be secured. This provision was not added to the constitution as demanded, but was only made a part of the directive to the secretary general. Along with the matter of dues, this will be referred to the constituent assembly for action in 1950.

The Committee of Experts then resolved itself into the first constituent assembly, constituted the members present as the initial executive council to which additional members will be elected as provided in the constitution, and resolved itself into the first meeting of the constituent assembly. The constitution was then formally adopted and officers elected accordingly. Dr. Samaran was elected the first president of the International Council. Mr. Jenkinson and Dr. Buck were elected vice-presidents, Dr. Graswinckel was unanimously selected as treasurer, and Herbert O. Brayer was chosen as secretary general. Upon his nomination, the assembly unanimously approved as deputy secretaries general

Oliver W. Holmes of the United States and Jan Olstad of Norway.

The sessions in Paris were carried on in the spirit of cordiality and good fellowship despite the fact that some linguistic difficulties were apparent. The UNESCO secretariat provided French-English interpreters for all meetings, and all documents, revisions, resolutions and redrafts were duplicated in both French and English. A special drafting committee under the chairmanship of Mr. Jenkinson, worked far into the night after each daily session. The result was a minimum of confusion during the regular daily sessions.

Financing the International Council in the interim period presents some difficulties, as the committee to deal with this subject has a great many factors to take into consideration. Such matters as international monetary control with strict regulations on the sending of money in and out of various countries is but one of the difficulties. Determining an equitable basis of dues is another. This matter is now being given the earnest consideration of a special committee appointed by President Samaran. In the meanwhile certain national associations have pledged funds for current operations. Dr. Graswinckel on behalf of the Netherlands Association has pledged fifty pounds, and a similar amount was approved late in June by the British Records Association at Mr. Jenkinson's behest. It is expected that other national associations will make similar appropriations to sustain the council until its finances are placed on a more permanent basis. Although the secretary general is sending out formal invitations to various proposed associational, institutional, and individual members, such membership for the time being will be without financial obligation. It is anticipated, however, that a considerable number so admitted to membership will make voluntary contributions to assist in the work.

Following the final adjournment of the meeting of the first constituent assembly on June 11th, the delegates and members of the UNESCO advisory staff made a brief visit to the National Archives of France as the guests of Dr. Samaran. The work of this outstanding institution proved of especial interest to Dr. Buck and this reporter, as the archives of France contain vast quantities of American materials, most of which are as yet unused by historians in America or Europe.

To the Director General of UNESCO, and especially to Mr. Carter of the library division of that important organization, goes the credit as well as the deepest appreciation of archivists in all countries for the assistance given in the formation of the Interna-

tional Council on Archives. UNESCO supplied all the funds for the holding of the meetings and provided for the expenses of the delegates. For this support the various member nations who contribute to the UNESCO budget are entitled to our appreciation.

In the months to come the secretary general's office will direct various reports and information to the members of the Society of American Archivists and he will be pleased to receive from his colleagues in the United States all suggestions and information concerning the work of the Council. In order that the records of the new international organization can be complete, it is earnestly urged that the members of the Society of American Archivists send copies of all annual reports, articles, and other publications dealing with archives to the office of the Council, Room 306, State Museum Building, Denver 2, Colorado. From time to time abstracts from such reports, articles, and other publications will be made for distribution to our colleagues in Europe, Africa, Asia, and Australia. On the other hand, material of interest to American archivists will be duplicated for distribution to members in the Western Hemisphere. The office of the secretary general will serve as a clearing house for such information and the assistance of all members of the Society of American Archivists is cordially invited.

Writings on Archives and Manuscripts, July 1947-June 1948

By LESTER W. SMITH

*The National Archives
Washington, D. C.*

THIS is the sixth annual bibliography prepared under the auspices of the Society's Committee on Archival Bibliography. It is compiled by Lester W. Smith, Librarian of the National Archives. It assembles for convenient reference, in classified form, a record of the literature relating to archives and manuscripts that was issued during the period stated above. Some few items — chiefly foreign titles — issued prior to July 1, 1947, are included, however, because they could not be entered in earlier compilations for one reason or another. Unpublished items, edited documents, publications in microfilm, library and historical reports devoting but a few lines to a recapitulation of manuscript accessions, and items appearing in news notes, unless unusually extensive and significant, are not included. New archival journals and journals that have resumed publication since the close of World War II or that were published but not received in the United States during the War are entered under their title. Individual articles in them have been entered in the appropriate sections of the bibliography except where the journals were received too late to be analyzed. The contents of the latter will be noted in the next issue of the *Writings*.

The list of headings used in this bibliography is reproduced here for the convenience of the reader:

- I. General Literature
- II. Filing Techniques and Administration of Current Records
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
 - A. United States in General and Federal Government
 - B. State and Local
 - C. Foreign Countries
 - D. International Organizations
- IV. Buildings and Equipment for Archival and Manuscript Depositories
- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
- VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids

- A. General Discussion
- B. United States in General and Federal Government
- C. State and Local
- D. Foreign Countries
- VIII. Application of Photographic Processes to Work with Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists and Custodians of Manuscripts
- XII. Archives, Archival Agencies, and Manuscript Depositories in Time of War

I. GENERAL LITERATURE

1. BENJAMIN, MARY A., *comp.* Autograph bibliography. *Collector*, 60:212 (Oct., 1947). Another installment of this continuing bibliography.
2. BINKLEY, ROBERT C. Selected papers of Robert C. Binkley. Edited by Max H. Fish. Cambridge, 1948. 422 p. Includes a biographical sketch and a bibliography of Binkley's writings.
3. CHRISTOPHER, MARY J. Trade journals. *AMERICAN ARCHIVIST*, 10:284-286 (July, 1947). A review article on trade journals and filing association bulletins of value to persons engaged in records work.
4. DE VALINGER, LEON. The place of county records in the State archival system. *AMERICAN ARCHIVIST*, 11:37-41 (Jan., 1948). Stresses the importance of county records to the individual citizen and urges their concentration in a central depository of the State archives. Includes a discussion by Albert C. Corey, State Historian of New York, arguing for the establishment of county depositories where records of towns, villages, and cities may also be preserved.
5. EDDY, HENRY H. The responsibility of the State archivist to the other officers of his State government. *AMERICAN ARCHIVIST*, 11:28-35 (Jan., 1948). Argues that the primary function of the State archival agency should be to serve as a central service agency in the field of records administration.
6. EVANS, LUTHER H. Custodians of cultural progress. *Northwest harvest, a regional stock-taking*. Edited by V. O. Chittick. New York, 1948. p. 197-202. A paper read at the final session of the Writers' Conference on the Northwest, Reed College, Portland, Oreg., Nov. 2, 1946. Considers the role that should be played by librarians and archivists both in the custodianship and use of records already in existence and in an "affirmative program of increasing the records themselves."
7. FOSTER, AMY G. Archives and the archivist. *Library Association, Record*, 49:164-168 (July, 1947). The Archivist of the Leeds, Eng., Public Libraries discusses the responsibilities of the public library with respect to the collecting and preservation of such archives of local public and private bodies as may be offered to it. Includes a discussion of the qualifications and training of archivists.
8. FREWER, LOUIS B. Bibliography of historical writings published in Great Britain and the Empire, 1940-45. Oxford, 1947. 346 p. Published with the approval of the British National Committee of the International Committee of Historical Sciences "in view of the fact that the publication of the *International bibliography of historical sciences* covering the years of the War will in any event not be possible for some years." Lists materials in the auxiliary sciences to history, p. 1-11, and in archives, libraries, and museums, p. 13-16.
9. GOLDINGER, WALTER. Archivwissenschaftliche Literatur der Jahre 1938-1947.

- Mitteilungen des Österreichischen Staatsarchivs*, 1:255-283 (1948). Includes an index of authors, p. 281-283.
10. LACY, DAN. Archives and archivists. *Think*, 14, no. 3:5-6 (Mar., 1948).
 11. LIBRARY literature, 1946; an annotated index. New York, 1947. 137 p. Entries relating to archives appear on p. 10-11, and to photographic reproduction on p. 94.
 12. MOOKERJEE, S. Classification scheme for archival literature. *AMERICAN ARCHIVIST*, 10:335-337 (Oct., 1947). The Librarian of the National Archives of India presents the expansion of the Dewey Decimal 091 class for archival literature developed in that Library. Urges that some recognized classification scheme be given international acceptance for the purpose.
 13. NEVINS, ALLAN. The President's papers — private or public? *New York Times magazine*, Oct. 19, 1947. p. 11.
 14. PARGELLIS, STANLEY. Our innocent arsonists. *Illinois libraries*, 30:3-7 (Jan., 1948). Urges librarians to take the lead in forming local committees to promote interest in and prevent the destruction of historically valuable documents in private or public custody. The same paper appeared in *Indiana magazine of history*, 44:117-124 (Mar., 1948).
 15. RANGANATHAN, S. R. Laws of archival science. *Indian archives*, 1:118-121 (Apr., 1947). The author is professor of library science at Delhi University. His "laws of archival science" are developed with reference to the basic differences between library and archival principles.
 16. SINGER, DOROTHEA M. The insurance of libraries; a manual for librarians. Chicago, 1946. 92 p. The insurance of a library's manuscript collections and of its own archives under either a "valuable papers" policy or a "fine arts" policy is discussed on p. 63-67.
 17. VAUGHAN, JOSEPH F., ed. Senate debate on public records. *AMERICAN ARCHIVIST*, 10:258-262 (July, 1947). Excerpts from the *Congressional record*, 93:1017-1022 (Feb. 11, 1947), containing the views of Senators Ferguson of Michigan, Brewster of Maine, and Barkley of Kentucky on the distinction between public and private papers.
 18. WAKE, JOAN. The materials of history. *AMERICAN ARCHIVIST*, 11:20-22 (Jan., 1948). Reprinted from the *London Sunday times*, April 13, 1947. Surveys past losses to local records in England and urges that all types of local records — public, semipublic, and private — should be brought together in county depositories and administered separately from the offices and agencies that created them.
 19. WRITINGS on archives and manuscripts, July 1946-June 1947. *AMERICAN ARCHIVIST*, 10:349-368 (Oct., 1947).
 20. ZIPFEL, E. Aufgaben und Bedeutung der Archive. Deutsche Gesellschaft für Dokumentation. *Die Dokumentation und ihre Probleme. Vorträge der Ersten Tagung der Deutsche Gesellschaft für Dokumentation vom 21. bis 24. September 1942 in Salzburg*. Leipzig, 1943. p. [19]-31. A discussion of the development and functions of archival agencies since the French Revolution.

II. FILING TECHNIQUES AND ADMINISTRATION OF CURRENT RECORDS

21. CARTER, ANNE. Chargeout and follow-up for the National Safety Council. *Filing bulletin*, 16:55 (Apr., 1948).
22. CAVANAUGH, E. S. Subject filing. *Filing bulletin*, 16:73 (June, 1948).
23. COSTELLO, PHILIP P. System in the city clerk's office. *American city*, 62:96-98 (Sept., 1947). Discusses the handling of mail, the preparation of minutes, and the keeping of other records for a municipality.
24. DENSEN, P. M. The future of medical records in veterans hospitals. *American Association of Medical Record Librarians, Journal*, 19:11-13 (Feb., 1948).
25. DIECKHAUS, VONNETTA. Files on parade. *Illinois libraries*, 30:67-71 (Jan., 1948). A consideration of the elementary problems involved in the filing of current

- records. Published also in part in the *Filing bulletin*, 16:61 (May, 1948) and in *Office appliances*, 87, no. 3:22-25 (Mar., 1948).
26. FILING systems and equipment applied. *Office appliances*, 87, no. 3:22-25 (Mar., 1948). Condensations of three papers read at the sixteenth midwest annual filing conference, Chicago, 1947, as follows: "The heart of the office," by Eugene Whitmore; "Central archives — one solution to storage problems," by R. C. Neaidengard, Director of Office Methods, Westinghouse Electric Corporation; and "Files on parade, with emphasis on subject filing," an abridged version of a paper published in *Illinois libraries*, 30:67-71 (Jan., 1948), by Vonnetta Dieckhaus.
27. THE FORMULATION of American office standards. *Office*, 26, no. 1:45-48 (July, 1947). At the request of the National Office Management Association, the American Standards Association has appointed committees to investigate and report on national standards with respect to (1) paper; (2) forms, records, and procedures; (3) scope and nomenclature pertaining to forms, records, and procedures; (4) and classification of papers used in the office.
28. FREDERICK, J. GEORGE. Color for automatic classification. *Office management and equipment*, 8, no. 10:73-74 (Oct., 1947).
29. HAMILTON, E. L. The future of medical records in Army hospitals. American Association of Medical Record Librarians, *Journal*, 19:5-8 (Feb., 1948).
30. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Annual report of the chairman, 1946/47. [Washington] 1948. 30 p. Includes several annexes. Annex IV, "Organization papers of the Conference," contains a brief history, the constitution of the Conference, and a statement of objectives. Annex V is the "Report of the Round Table on Techniques of Correspondence Management."
31. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. How a records management program was born and developed. [Washington] 1947. 8 p. Consists of two addresses delivered at the October 10, 1947, meeting, as follows: "The records management program of the Federal Security Agency," by J. F. X. Britt; and "Building a bureau records program" (an account of the development of a records program for the Public Health Service), by R. B. McNair.
32. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Planning and installing a program to control reports. [Washington] 1948. 13 p. Report of the meeting of January 9, 1948, in which Arthur Uscher of the Army Department and Arthur Barcan of the Navy Department participated.
33. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. A post mortem on records management work during World War II. [Washington] 1947. 18 p. A panel discussion held on November 8, 1946, in which Wayne C. Grover, then of the War Department, T. R. Schellenberg of the Office of Price Administration, and Edmund D. Dwyer of the Navy Department participated.
34. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Punch cards — a technique for creating records. [Washington] 1948. 15 p. Report of the meeting of December 12, 1947, in which J. M. Hand of the Navy Department, C. F. Van Aken of the Census Bureau, and M. F. Bailey of the Patent Office participated.
35. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Records administration programs — what they are now. [Washington] 1947. 12 p. Report of the meeting held on March 14, 1947, in which Charles O. Libbey of the Tennessee Valley Authority, George R. McPherson of the Production and Marketing Administration, and Mrs. A. N. Kilmartin of the Quartermaster Corps participated.
36. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Records management in private industry. [Washington] 1948. 19 p. Proceedings of the meeting of February 13, 1948, in which Bernard L. Brown of the Hecht

- Company, Washington, D. C., and F. M. Root of the Westinghouse Electric Corporation participated. The remarks of Thomas L. Prather, Metropolitan Life Insurance Company, who could not attend the meeting as scheduled, are appended.
37. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Records surveys. [Washington] 1948. 15 p. Report of the meeting of November 14, 1947, at which Dorothy M. Luttrell of the Agriculture Department and Theodore D. Wagman of the War Assets Administration were the speakers.
 38. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. The relationship of forms control to records management. [Washington] 1947. 9 p. A panel discussion held on January 17, 1947, in which Louis Rouse of the War Department and John P. Richey of the Agriculture Department participated.
 39. KAISER, JULIUS B. A future in filing. *Filing bulletin*, 16: 35, 43 (Jan., Feb., 1948).
 40. KETCHUM, HARRY W. Cost factors in the records department. *Office management and equipment*, 8, no. 12: 41-42 (Dec., 1947). Discusses cost factors in relation to personnel, physical facilities, and overhead and microfilming as a saving device.
 41. LAWLER, PAUL F. Records for the control of growing manufacturing enterprises. Boston, 1947. 131 p. A study prepared under the auspices of the Graduate School of Business Administration, Harvard University. Emphasizes the relationship between the size of an organization and the need for written records and discusses the specific types of records used in controlling the various functions of the 37 manufacturing companies that were surveyed.
 42. LOS ANGELES. BUDGET AND EFFICIENCY BUREAU. Control and preservation of records and files, City of Los Angeles. Los Angeles, 1948. 29 p. A report and recommendations for a basic records administration program for the City of Los Angeles.
 43. MACFADDEN, E. S. History in the town clerk's office. *Town clerks topics*, 7, no. 6: 3-4 (June, 1948). Urges better care and protection of records of towns.
 44. MELVIN, THERESA M. Procedures in reorganization of a medical record department. American Association of Medical Record Librarians, *Journal*, 18: 96-98 (Dec., 1947).
 45. MORSTEIN MARX, FRITZ. The role of records in administration. *AMERICAN ARCHIVIST*, 10: 241-248 (July, 1947).
 46. N. B. C. files. *Filing bulletin*, 16: 53 (Apr., 1948). Describes a tour of the files of the National Broadcasting Company.
 47. ODELL, MARGARET K. and EARL P. STRONG. Records management and filing operations. New York, 1947. 342 p. Emphasizes the importance of the proper administration and control of records as a basic tool of management. Includes sections on records management, on filing and finding operations (the basic principles and procedures of filing), and on records department management (including the scheduling of records, the preparation of operating manuals and the selection and training of personnel). A glossary appears as an appendix.
 48. REINHEIMER, C. The centralized filing department. *Filing bulletin*, 16: 57 (Apr., 1948). Reprinted from the Philadelphia *Filing news*, Feb. 1948.
 49. ROBINS, JOSEPH M. It might happen in your own office! *Office management and equipment*, 9, no. 1: 27-28 (Jan., 1948). Cites examples of poor records management in business.
 50. ROSKILL (O. W.) and COMPANY, LTD., LONDON. Filing and indexing; a study of the principles and practice of classification as applied to filing systems. [London] 1946. 69 p.
 51. SOCIETY FOR THE ADVANCEMENT OF MANAGEMENT, WASHINGTON, D. C., CHAPTER AND THE ASSOCIATION FOR THE DEVELOPMENT OF ADMINISTRATIVE PERSONNEL. Directory of management projects. Washington, 1948. 48 p. Lists representative management projects in the Federal Government, including proposed, in process, and completed projects. Records administration projects, including the

- program of the Interagency Records Administration Conference, are described on p. 31-34 (projects nos. 117-134) and on p. 23 (project no. 88) and p. 24 (project no. 92)
52. SYSTEMS for government administrators. Vol. 1, no. 1 (July, 1947). A new trade journal published by Remington Rand, Inc., succeeding its *Government narrators*. Contains brief articles describing new methods and procedures in record keeping as devised and applied by various agencies of government.
 53. THOMAS, W. E. Choosing a vertical file. *Office*, 27, no. 6: 78-81 (June, 1948). Discusses the merits of various types of filing cabinets, with emphasis on protection against fire.
 54. U. S. TENNESSEE VALLEY AUTHORITY. OFFICE SERVICE DIVISION. Files audit handbook (preliminary edition). Knoxville, 1946. 77 p. A handbook detailing the methods by which the physically and administratively decentralized files of TVA are to be checked for adherence to uniform standards and procedures.
 55. WARE, R. L. The future of hospital records in the Navy. American Association of Medical Record Librarians, *Journal*, 19: 9-10 (Feb., 1948).
 56. WEEKS, BERTHA M. How to file and index. Rev. printing. New York, 1946. 268 p. Chapter 8 (Transfer and final disposition of records) has been extensively rewritten and new pages 77a-77bb have been added, covering microfilming, scheduling, and a summary of laws and government regulations affecting records retention by business firms.
See also No. 178-180, 184-186, 188-192, 198, 260, 268, 283.

III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES, AND RELATED ORGANIZATIONS

A. United States in General and Federal Government

57. AMERICAN JEWISH ARCHIVES. Vol. 1, no. 1 (June, 1948). Semiannual. A new journal published by the recently established American Jewish Archives at the Hebrew Union College, Cincinnati, Ohio. The first issue includes a statement on the program of the American Jewish Archives in the preservation and study of Jewish historical records and a description of acquisitions to date.
58. AMERICAN LIBRARY ASSOCIATION. Annual reports. *ALA Bulletin*, 41: 335-430 (Oct. 15, 1947). Contains the administrative reports and the board and committee reports, 1946/47. The report of the Archives and Libraries Committee appears on p. 367, and of the Microcard Joint Committee (on which Oliver W. Holmes represents the Society of American Archivists) on p. 376-377. The interest of the Association in the care of its own archives is reported on p. 417-418, where the appointment and work of a Committee on ALA Archives and Library Materials, established by the Executive Board in the fall of 1946, is discussed.
59. BENJAMIN, MARY A. National Society of Autograph Collectors. *Collector*, 61: 97-98 (May, 1948). Reports the founding of the new National Society of Autograph Collectors.
60. BRAYER, HERBERT O. The eleventh annual meeting of the Society of American Archivists. *AMERICAN ARCHIVIST*, 11: 115-119 (Apr., 1948). A summary of the eleventh annual meeting of the Society, held at Glenwood Springs, Colo., September 3-5, 1947.
61. BUCK, SOLON J. National Archives. *Americana annual; and encyclopedia of the events of 1947*. New York, 1948. p. 446. A similar article was published in *Collier's yearbook covering events of the year 1947* (New York, 1948), p. 36-37.
62. BUSINESS HISTORY FOUNDATION, INC. New York, 1947. 6 p. A pamphlet describing the organization and purposes of the Foundation, a non-profit corporation "to carry on and facilitate research in the history of business and to assist in the publication of such research."

63. GRIMM, VERNA. The American Legion National Headquarters library, archives, and files. *Special libraries*, 39:3-9 (Jan., 1948).
64. HUTCHESON, MAUD M. The National Archives. *American Foreign Service journal*, 24, no. 9:10-11 (Sept., 1947). Describes briefly the building and functions of the National Archives.
65. KNOX, DUDLEY W. The Naval Historical Foundation. United States Naval Institute, *Proceedings*, 73:1479-1483 (Dec., 1947). Includes mention of some of the Foundation's more important collections.
66. SHELLEY, FRED. Manuscripts in the Library of Congress: 1800-1900. *AMERICAN ARCHIVIST*, 11:3-19 (Jan., 1948).
67. SOCIETY OF AMERICAN ARCHIVISTS. Constitution. *AMERICAN ARCHIVIST*, 11:47-49 (Jan., 1948). The text of the constitution, as amended October 6, 1941, November 8, 1944, November 6, 1945, and September 4, 1947.
68. SOCIETY OF AMERICAN ARCHIVISTS. Reports for the year 1946-47. *AMERICAN ARCHIVIST*, 11:50-68 (Jan., 1948).
69. SPECIAL LIBRARIES ASSOCIATION. COMMITTEE ON ARCHIVES. Report, 1946/47. *Special libraries*, 38:257 (Oct., 1947). Relates to the Association's own archives.
70. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1949. Hearings . . . 80-2. Washington, 1948. 1236 p. The National Archives appropriation is discussed on p. 555-591, and that of the Office of Selective Service Records on p. 370-415.
71. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Legislative branch appropriation bill for 1949. Hearings . . . 80-2. Washington, 1948. 271 p. Funds for the Library of Congress are discussed on p. 99-209.
72. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Supplemental appropriation bill for 1948. Hearings . . . 80-1. Washington, 1947. 1684 p. Funds for the Office of Selective Service Records are discussed on p. 99-140.
73. U. S. CONGRESS. SENATE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1949. Hearings . . . 80-2. Washington, 1948. 354 p. Hearings on the National Archives appear on p. 125-135.
74. U. S. CONGRESS. SENATE. COMMITTEE ON APPROPRIATIONS. Navy Department appropriation bill for 1949. Hearings . . . 80-2. Washington, 1948. 225 p. Funds for the Office of Naval Records and Library are discussed on p. 91-93.
75. U. S. CONGRESS. SENATE. COMMITTEE ON EXPENDITURES IN THE EXECUTIVE DEPARTMENTS. Legislative Reorganization Act of 1946. Hearings on evaluation of Legislative Reorganization Act of 1946 . . . 80-2. Washington, 1948. 270 p. Transfer of "Congressional papers and records" to the National Archives is mentioned on p. 67.
76. U. S. NATIONAL ARCHIVES. Annual report of the Archivist of the United States as to the Franklin D. Roosevelt Library, Hyde Park, N. Y., for the year ending June 30, 1947. Washington, 1948. 19 p.
77. U. S. NATIONAL ARCHIVES. Annual report of the Archivist of the United States for the year ending June 30, 1947. Washington, 1948. 92 p.
See also No. 208, 303-307, 330-331, 343.

B. State and Local

78. CAPPON, LESTER J. A directory of State archival agencies. *AMERICAN ARCHIVIST*, 10:269-277 (July, 1947). A ready-reference tabulation of data relating to the archival agencies of the 48 States and the Territories of Alaska and Hawaii.
79. COLKET, MEREDITH B. The public records of the District of Columbia. *Congressional record*, 94:A349-A352 (Jan. 21, 1948, appendix). Urges the development of a records program for the District of Columbia, to include provision for a public records building.
80. COLORADO. STATE HISTORICAL SOCIETY. STATE ARCHIVES DIVISION. Annual report, 1946/47. Denver, 1948. 11 p. The report for 1945-46 has also been received at the Library of the National Archives in Washington.

81. CONEY, DONALD. [Progress report on the betterment of the Bancroft Library] *AMERICAN ARCHIVIST*, 11:173-174 (Apr., 1948). Describes the beginning of an indexing program for the Bancroft manuscripts and mentions important accessions of manuscripts and archives, including microfilm copies of foreign archival material.
82. DELAWARE. PUBLIC ARCHIVES COMMISSION. Annual report, 1946/47. Dover, 1947. 66 p.
83. ILLINOIS. STATE LIBRARY. Biennial report, 1944/46. *Illinois libraries*, 29:249-293 (June, 1947). The section on *Archives* appears on p. 249-258.
84. MARYLAND. HALL OF RECORDS. Twelfth annual report, 1946/47. Annapolis, 1948. 51 p.
85. MINNESOTA HISTORICAL SOCIETY. FOREST PRODUCTS HISTORY FOUNDATION. The Forest Products History Foundation. St. Paul, 1947. 16 p. (*Foundation series* no. 1.) Outlines the origin and program of the Foundation, which was established in 1946.
86. MISSISSIPPI. DEPARTMENT OF ARCHIVES AND HISTORY. Biennial report, 1945/47. Jackson, 1947. 28 p.
87. NEVADA. STATE HISTORICAL SOCIETY. Biennial report, 1944/46. Reno, 1947. 63 p. Devoted chiefly to museum matters, but describes manuscript accessions on p. 47-49 and presents requests for a new building on p. 56-58 and for additional archives legislation on p. 58.
88. NEW YORK. STATE EDUCATION DEPARTMENT. ADVISORY COMMITTEE ON NEW YORK STATE'S RECORDS SYSTEM. Report. Albany, 1947. 15 p. The Committee, composed of the Archivist of the United States, the Librarian of Congress, and the Archivist of Illinois, recommends that all archival functions be centralized in a proposed State Records Office in the Department of Education as a separate agency on the same plane of organization as that of the State Library. A basic records act, an act establishing a State Records Office, and an act providing for the construction of a State Records Building are proposed.
89. NORTH CAROLINA. STATE DEPARTMENT OF ARCHIVES AND HISTORY. Biennial report, 1944/46. Raleigh, 1946. 54 p. The report of the Division of Archives and Manuscripts, by its chief, Henry H. Eddy, appears on p. 14-35. The World War II records collection is described on p. 35.
90. OHIO STATE ARCHAEOLOGICAL AND HISTORICAL SOCIETY. Annual report, 1947. Columbus, 1948. 35 p. Brief mention of the Library's activities with respect to State records is made on p. 11 and 12.
91. PENNSYLVANIA. LAWS, STATUTES, ETC. No. 260. An act imposing duties on and granting powers to the Pennsylvania Historical and Museum Commission in regard to the study and preservation of records. *Laws of the General Assembly of the Commonwealth of Pennsylvania, 1947*. Vol. 1. Harrisburg, 1947. p. 604-608. Amends the Administrative Code of the State. Makes the Pennsylvania Historical and Museum Commission the legal custodian of the records of the State and empowers it to investigate the condition and use of public records, both State and county, to make recommendations for their care or transfer, and to set up uniform standards for keeping records.
92. QUALEY, CARLTON C. The Minnesota Historical Society in 1947. *Minnesota history*, 29:46-56 (Mar., 1948). The annual report of the superintendent. Mentions accessions to the manuscript division on p. 49 and the work of the Minnesota State Archives Commission, created in 1947, on p. 52.
93. U. S. CONGRESS. HOUSE. A bill to provide for home rule and reorganization in the District of Columbia. [Washington] 1948. 173 p. (80-2, H. R. 6227.) The "Home Rule" bill introduced in the House on April 14, 1948. The creation of the Office of the Archivist of the District of Columbia and of the District Archives Commission, both within the executive office of the District Manager, is provided on p. 45-47. Not passed in the Second Session of the Eightieth Congress.

94. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. District of Columbia appropriation bill for 1949. Hearings . . . 80-2. Washington, 1948. 1240 p. Funds for the Office of the Recorder of Deeds are discussed on p. 142-151.
95. VAN SCHREEVEN, WILLIAM J. Live matter on dead public records. *Systems for government administrators*, 1, no. 2: 6-7 (Dec., 1947). Discusses the care of noncurrent municipal records. Reprinted from *Public management*, 29, no. 3: 66-69 (Mar., 1947), "How to handle municipal records."
96. VIRGINIA. STATE LIBRARY. Report for the year ending June 30, 1947. Richmond, 1947. 14 p. The report of the Archives Division appears on p. 6-8.
97. VIRGINIA. UNIVERSITY LIBRARY. Annual report on historical collections, sixteenth and seventeenth, 1945-47. Charlottesville, 1948. 89 p. Accessions are itemized on p. 7-84.
98. VIRGINIA. UNIVERSITY LIBRARY. General index to first fifteen annual reports on historical collections, University of Virginia Library, 1931-1945. [Charlottesville, 1948] 144 p. Includes a note, "Lester J. Cappon: an appreciation," by Harry Clemons, Librarian, p. [3]-8.
99. WEST VIRGINIA. DEPARTMENT OF ARCHIVES AND HISTORY. Annual report, 1945/46. 1946. 18 p.
See also No. 231, 242, 326, 343.

C. Foreign Countries

100. ARCHEION. Vol. 17 (1948). Annual. Published by the Division of Polish Government Archives at Warsaw. Volume 17 is the first number to appear since 1939.
101. DER ARCHIVAR: Mitteilungsblatt für deutsches Archivwesen. Vol. 1, no. 1 (Aug., 1947). Irregular. Published by the State Archives in Düsseldorf, this new journal is intended to continue and expand upon the *Mitteilungsblatt* formerly published by the Prussian archival administration.
102. EL ARCHIVO historico militar de la secretaria de la defensa nacional (Mexico, D. F.). *Revista de historia de America*, 23: 139-144 (June, 1947).
103. BASEL. SCHWEIZERISCHE WIRTSCHAFTSARCHIV. Bericht für das jahr 1947. [Basel, 1948] 16 p.
104. BASEL-STADT (CANTON) STAATSARCHIV. Jahresbericht, 1947. Basel [1948] 12 p.
105. BASU, J. The Indian Historical Records Commission. Institute of Historical Research, *Bulletin*, 21: 27-32 (May-Nov., 1946). Sketches the background and accomplishments of the Commission.
106. BAUTIER, ROBERT-HENRI. L'activité historique et archivistique de la Roumanie depuis 1939. *Bibliothèque de l'École des Chartes*, 104: 286-292 (1943). Describes the establishment of l'École d'Archivistique, under the Rumanian statute of May 23, 1942, the organization and curriculum of the school, and its publications. Describes also the publications of the Rumanian State Archives for the period covered.
107. BEAN, C. E. W. Australia's Federal archives: John Curtin's initiative. Melbourne [1948]. 12 p. Reprinted from *Historical studies*, Nov. 1947. Describes the work of the War Archives Committee (established in 1942) and of its successor, the Commonwealth Archives Committee, which is to recommend a permanent archival system for the Commonwealth.
108. BERICHT über die Tagung der Archivare der britischen Zone in Detmold vom 3 September 1947. *Der Archivar*, 1: col. 75-80 (Jan., 1948). The proposal of the Archivist of the United States for an international organization of archivists is discussed in col. 79-80.
109. BERICHT über die Tagung südwestdeutscher Archivare in Aulendorf am 19 und 20 Oktober 1946. *Der Archivar*, 1: col. 9-10 (Aug., 1947).
110. BERICHT über die Tagung der Archivare der amerikanischen Zone in Bamberg vom 10 und 11 April 1947. *Der Archivar*, 1: col. 9-14 (Aug., 1947).
111. BERICHT über die Tagungen der Archivare der britischen Zone in Bünde vom 25 Juni und 11 Dezember 1946. *Der Archivar*, 1: col. 1-6 (Aug., 1947).

112. BEYERS, COENRAAD. The State Archives of South Africa. *Indian archives*, 1: 109-113 (Apr., 1947).
113. BORN, LESTER K. [Report on Czechoslovak archives] *AMERICAN ARCHIVIST*, 10: 396-399 (Oct., 1947). A letter of July 7, 1947, addressed to the News Notes editor of the *AMERICAN ARCHIVIST*, describing a visit to archives in Prague.
114. BOUSSEE, A. Het archiefwezen in Zweden. *Archives, bibliothèques, et musées de Belgique*, 19: 9-15 (1948).
115. BRANDT, A. VON. Die norddeutschen Archive nach dem Zweiten Weltkrieg; ein Überblick zur Orientierung. *Scandia*, 18 (1947).
116. BRITISH RECORDS ASSOCIATION. Fifteenth report of Council, accounts, and list of members for the year ending 30 September 1947. London, 1947. 34 p. The approval in principle of the proposal for an international congress of archivists, suggested by the Archivist of the United States, is reported on p. 4.
117. BRITISH RECORDS ASSOCIATION. Proceedings, no. 11. London, 1947. 24 p. Proceedings of the 14th annual conference, held on November 19-20, 1946. Topics discussed included the "Editing of records," "Methods used by the Records' Preservation Section in the rescue and disposal of records," "Some notes of the transfer and reception of records" (relating to the evacuation of records from the Public Records Office and to the rescue of archives in the battle areas in Italy and Germany), and the "Custody and use of local, ecclesiastical, and private records (with special reference to the Association's memorandum and the report of the Master of the Rolls' Archives Committee)."
118. CANADA. PUBLIC ARCHIVES. Report for the year 1947. Ottawa, 1948. 232 p. The operations of the London and newly reopened Paris offices are mentioned on p. viii. Accessions are listed on p. xiii-xxi.
119. CENTRAL AFRICAN ARCHIVES, SALISBURY, SOUTHERN RHODESIA. Central African Archives in retrospect and prospect; a report by the Chief Archivist for the twelve years ending 31 August 1947. Lusaka, Northern Rhodesia, 1947. 118 p. The Southern Rhodesia Archives Amendment Act of 1946 conferred on the Government Archivist of Southern Rhodesia authority over the public archives of Northern Rhodesia and Nyasaland and established a Royal Central African Archives Commission. This report by V. W. Hiller, Chief Archivist, discusses plans for a proposed new building (plate facing page 7 and p. 20-24) and traces every aspect of archival developments and accomplishments in the three territories from 1935 to date. No previous reports have been printed. The appendix (p. 95-118) contains all acts, ordinances, and regulations for the period covered, including records destruction and disposal regulations and disposal schedule forms.
120. COURTEAULT, HENRI. Direction des archives de France. Les Archives nationales de 1902 à 1936. Paris, 1939. 215 p. A history of the Archives Nationales by its late Director, tracing accomplishments with respect to buildings and sites, additions to collections, services, and finding aids. Includes a fragmentary note on the Archives Départementales (p. 161-167) and appendixes listing accessions, 1923-36 (p. 171-174), chief officials of the Archives Nationales, 1800-1936 (p. 175-199), and chief officials of the Archives Départementales from their beginnings to 1936 (p. 201-213).
121. CUBA. ARCHIVO NACIONAL. Memorias correspondientes a los años de 1946 y 1947. Habana, 1948. 29 p.
122. A DIGEST of the *Krasnyi Arkhiv* (Red Archives); a historical journal of the central archive department of the U. S. S. R. Part I, Vols. I-XXX. Compiled and annotated by Leonia Rubinchek. Edited by Louise M. Boutelle and Gordon W. Thayer. Cleveland, 1947. 394 p.
123. FRANCE. CONSEIL D'ÉTAT. Décret du 13 janvier 1940 portant règlement d'administration publique sur le classement des documents d'archives privées. *Bibliothèque de l'École des Chartes*, 101: 271-275 (1940). The text of a decree providing for the classification, in cases where the owner consents, by the

Ministry of Education of documents in private hands that are of public interest for the history of the country.

124. GERMANY. (TERRITORY UNDER U. S. OCCUPATION, 1945-). OFFICE OF MILITARY GOVERNMENT FOR BAVARIA. Post-war status of chief archival institutions in Bavaria (as of 1 January 1948). Munich, 1948. 37 p. Lists the chief archival establishments, indicating war repositories, war damages and losses, present functional status, and histories of the archives when such exist. Prepared by Harold Clem of the Monuments, Fine Arts, and Archives Section.
125. GONZÁLEZ PATRIZI, LUIS. Historia del Archivo General de Venezuela. Cuba, Archivo Nacional, *Boletín*, 46: 47-48 (Jan.-Dec., 1947).
126. GWYER, MAURICE. Raw material of history. *Indian archives*, 1: 97-101 (Apr., 1947). An account of the work of the Indian Historical Records Commission in surveying and arranging for the preservation and description of historical manuscripts in private custody.
127. HAGUE. ARCHIEF DER GEMEENTE. Verslag van het Archief der gemeente 's-Gravenhage over het jaar 1945. 's-Gravenhage, 1947. 5 p.
128. HARNACK, AXEL VON. Handschriftliche Nachlässe von Politikern und Gelehrten. *Zentralblatt für Bibliothekswesen*, 61, nos. 5-6 (1947).
129. HERBERHOLD, F. Die Archive in Südwestdeutschland nach dem Kriege. *Der Archivar*, 1: col. 67-72 (Jan., 1948).
130. HILL, ROSCOE R. Archives [of Latin America]. *Handbook of Latin American studies: 1944*. No. 10. Cambridge, Mass., 1947. p. 48-68.
131. HILL, ROSCOE R. Capitán Joaquín Llaverías and the *Boletín del Archivo Nacional*. AMERICAN ARCHIVIST, 10: 323-327 (Oct., 1947). Published also in Cuba, Archivo Nacional, *Boletín*, 46: 28-32 (in English) and 33-36 (in Spanish).
132. HOMENAJES a nuestro director. Cuba, Archivo Nacional, *Boletín*, 46: [5]-21 (Jan.-Dec., 1947). Tributes to Capitán Joaquín Llaverías on the occasion of his twenty-fifth anniversary as Director of the Archivo General, November 6, 1947.
133. INDIA. HISTORICAL RECORDS COMMISSION. Twenty-fourth session, agenda; Jaipur, 1948. New Delhi, 1948. 36 p. Appendix B, p. 27-36, comprises documents relating to the proposal of the Archivist of the United States for an international archives organization.
134. INDIA. HISTORICAL RECORDS COMMISSION. Twenty-third meeting held at Indore, December 1946. New Delhi, 1947. 223 p. (*Proceedings of meetings*, vol. 23.) A summary of the proceedings of this meeting was published in *Indian archives*, 1: 148-151 (Apr., 1947).
135. INDIA. NATIONAL ARCHIVES. Annual report, 1946. New Delhi, 1948. 34 p. The report for 1945 has also been received at the Library of the National Archives in Washington.
136. LAGEBERICHT der Staats-, Stadt-, Kirchen-, und Wirtschaftsarchive der britischen Zone. *Der Archivar*, 1: col. 13-41 (Aug., 1947).
137. LEVÉLTÁRI közlemények. Vol. 23 (1945). Irregular. Published by the Magyar National Archives at Budapest.
138. MADRAS (PRESIDENCY) RECORD OFFICE. Administration report, 1946/47. Madras, 1947. 13 p.
139. MITTEILUNGEN des Österreichischen Staatsarchivs. Vol. 1, no. 1 (Apr., 1948). Semiannual. A new journal published by the Austrian State Archives.
140. NETHERLANDS. RIJKSARCHIEF. Verslagen omtrent 's rijks oude archieven, 1945. 's Gravenhage, 1946. 105 p.
141. NETHERLANDS. RIJKSARCHIEF IN LIMBURG, MAASTRICHT. [Verslagen] 1945. Maastricht [1946] 7 p. The annual report of the State Archives in Limburg.
142. NETOLICZKA, ANNA. Bericht über die Tätigkeit und den Zustand des Archivs der Landeshaupmannschaft in Graz von 1941 bis 1946. *Mitteilungen des Österreichischen Staatsarchivs*, 1: 214-231 (1948).
143. NOVA SCOTIA. PUBLIC ARCHIVES. Report, 1946/47. Halifax, 1948. 46 p.
144. POLISENSKY, J. V. The present state of Czechoslovak archives. Institute of Historical Research, *Bulletin*, 21: 23-26 (May-Nov., 1946). An account of the

- effects of World War II on Czechoslovak archives and a description of their present status.
145. REVISTA arhivelor. Vol. 7, no. 1 (1946). Published by the Rumanian State Archives in Bucharest. Includes the reports of the Director General of Archives and reports of the regional directors to the Director General.
 146. SANTE, G. W. Die Archive Grosshessens. Bericht über die Tagungen der Archivare der amerikanischen Zone in Wiesbaden vom 25 Oktober und 10 Dezember 1946. *Der Archivar*, 1: col. 5-10 (Aug., 1947).
 147. SANTE, G. W. Lageberichte der Staats-, Stadt-, and Kirchenarchive der amerikanischen Zone. *Der Archivar*, 1: col. 51-68 (Jan., 1948).
 148. SASKATCHEWAN. ARCHIVES. Second report, 1946/47. Regina, 1947. 92 p. The administrative report appears on p. 7-11, a list of accessions (including all the archival holdings of the Archives Division, Legislative Library) on p. 79-88, and the text of the Archives Act of 1945, as amended, on p. 89-92.
 149. SASKATCHEWAN history. Vol. 1, no. 1 (Jan., 1948). Winter, spring, autumn. A new journal published under the auspices of the Saskatchewan Archives Board. Will publish materials relating to the history of the Province. Volume 1, no. 2 (Spring, 1948) contains an "Archival studies" section, which reproduces certain published *Reports* of the Lieutenant-Governor of the North-West Territories.
 150. SCHOLEFIELD, G. H. Archives in New Zealand. *New Zealand libraries*, 9: 37-45 (Apr., 1946). The Archivist of New Zealand traces archival developments in New Zealand since 1926 and discusses also the importance of various types of local history collections.
 151. SEIDL, JAKOB. Das Österreichische Staatsarchiv. *Mitteilungen des Österreichischen Staatsarchivs*, 1: 3-19 (1948).
 152. SOMERSET, ENG., COUNTY COUNCIL. COUNTY RECORDS COMMITTEE. Report, 9th March 1948. [Somerset, 1948] 1 p.
 153. SOUTH AUSTRALIA. LIBRARIES BOARD. Annual report, 1946/47. Adelaide, 1947. 4 p. Includes a brief section on archives (p. 2). The report for 1945/46 has also been received at the Library of the National Archives in Washington.
 154. SPAIN. MINISTERIO DE EDUCACION NACIONAL. [Decree of July 24, 1947] *Revista de archivos, bibliotecas, y museos*, 53: [521]-528 (May-Aug., 1947). Defines the responsibilities of the Ministry of Education and of the Director General of Archives and Libraries with respect to the archival (and library) resources of Spain. Distinguishes historical from administrative archives and defines the jurisdiction of governmental bodies over each. Provides for the setting up of provincial archival establishments where none exist and of a Centro de Información Histórico-Documental in the Archivo Histórico General.
 155. SWEDEN. RIKSARCHIV. Meddelanden för aren 1946-1947. Stockholm, 1948. 167 p.
 156. TIHON, C. Joseph Cuvelier. *Archives, bibliothèques, et musées de Belgique*, 19: [5]-8 (1948). A eulogy of Joseph Cuvelier, 1869-1947.
 157. UNGER, W. S. In memoriam Mr. Roelof Bijlsma. *Nederlandsch archievenblad*, 52: 27-30 (1947-48).
 158. VAN HOMMERICH, L. E. M. A. Vernieuwingen in het archiefbeheer. *Nederlandsch archievenblad*, 51: 127-134 (1946-47). A discussion of new developments in archives administration.
 159. VAN HOVE, JULIEN. Répertoire des organismes de documentation en Belgique; centres de documentation, bibliothèques, dépôts d'archives, musées, etc. Brussels, 1947. 333 p. The section on archives appears on p. 223-256. Gives addresses, names of chief personnel, brief descriptions of holdings, conditions of use, and references to printed works when available.
 160. VERHOEVEN, F. R. J. Enkele medeelingen omtrent de geschiedenis van het indisch archiefwezen sedert Mei 1940. *Nederlandsch archievenblad*, 51: 42-51 (1946-47). Relates to the archives of the Dutch East Indies.
 161. WIERSUM, E. Vijftig jaar *Nederlandsch archievenblad*. *Nederlandsch archievenblad*, 51: 120-126 (1946-47).

162. ZÜRICH (CANTON) STAATSARCHIV. Jahresbericht, 1946. Zurich, 1947. 5 p.
See also No. 251, 255, 315, 325, 327, 329, 332-342, 344-345.

D. International Organizations

163. BUCK, SOLON J. Letter sent to archivists of foreign countries concerning the organization of an international archives council. *AMERICAN ARCHIVIST*, 10: 227-231 (July, 1947). Text of a letter by the then Archivist of the United States to about 120 prominent archivists in other countries. Includes as appendixes a draft statement of the "general purposes" of an international archives organization and a "suggested basis of membership and representation."
164. INTERDEPARTMENTAL COMMITTEE ON SCIENTIFIC AND CULTURAL COOPERATION. Inter-American technical and cultural cooperation, United States participation, 1938-1948; report for the U. S. delegation to the 9th International Conference of American States. Washington, 1948. 147 p. Accomplishments in cultural cooperation in archival science, as fostered by the National Archives, are described in a report prepared by Oliver W. Holmes, appearing on p. 131-132.
165. PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY. COMMISSION ON HISTORY. Report on the first Consultation of the Commission, by A. P. Whitaker. State Department, *Bulletin*, 18: 87-89 (Jan. 18, 1948). A report on the Consultation of October 18 to 26, 1947, held at Mexico City. Resolution 34 (discussed on p. 89) relating to archives proposes the establishment of national councils on archives in the member countries and outlines a program of activities for the Committee on Archives (Cuba), one of the permanent committees of the Commission on History. "The Cuban committee is to serve as a central coordinating agency for the national councils. Both are to study such matters as the preservation, organization, and publication of archives and the reproduction of documents for the use of scholars."
166. PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY. COMMISSION ON HISTORY. Resoluciones relativas a historia y ciencias afines, 1929-1946. Mexico, D. F., 1947. 42 p. Resolutions relating to archives appear on p. 26-28.
167. SPAULDING, E. WILDER. The records of international meetings. *AMERICAN ARCHIVIST*, 10: 233-240 (July, 1947).
168. [UNGER, W. S.] De archivisten der internationale en de internationale der archivisten. *Nederlandsch archievenblad*, 52: 46-49 (1947-48).
169. U. S. DELEGATION. SECOND SESSION OF THE GENERAL CONFERENCE OF THE UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION, MEXICO CITY, NOVEMBER 6-DECEMBER 3, 1947. Report. Washington, 1948. 186 p. (State Department, *International organization and conference series IV, United Nations Educational, Scientific, and Cultural Organization* 1.) Action to assist in the foundation of an international organization of professional archivists and the holding of an initial meeting in 1948 is mentioned on p. 17.
See also No. 108, 116, 133.

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

170. CHICAGO. UNIVERSITY. GRADUATE LIBRARY SCHOOL. LIBRARY INSTITUTE. Library buildings for library service; papers presented before the Library Institute at the University of Chicago, August 5-10, 1946. Edited with an introduction by Herman H. Fussler. Chicago, 1947. 216 p. Includes a symposium on "special materials" on p. 71-93, dealing with accommodations for "fugitive materials," maps and photographs, photographic reproduction, and audiovisual materials.
171. GONDOS, VICTOR. American archival architecture. *American Institute of Architects, Bulletin*, 1, no. 4: 27-32 (Sept., 1947).
172. GONDOS, VICTOR. New archives building for the Archdiocese of New York.

- AMERICAN ARCHIVIST, 10:280-281 (July, 1947). A summary of building data for the proposed new "Archbishop Corrigan Library and the Patrick and Mary McGovern Archives and Museum," at Dunwoodie, Yonkers, N. Y.
173. KÖHLER, S. The protection of paper from the destructive action of sunlight by differently coloured window glass. [London] 1947. 2 p. (Great Britain, Department of Scientific and Industrial Research, Building Research Station, *Library communication* no. 218.) A summarized translation by G. N. Gibson, of an article in the *Teknisk tidskrift*, 65 (28), 49-53 (1935). Sets forth the results of an investigation at the State Testing Laboratory, Stockholm, to determine whether different parts of the solar spectrum have different effects on paper, and if so, whether the more harmful wave-lengths can be removed by filtration through differently colored window glass.
174. MERINO, FÉLIX. El nuevo edificio para Archivo, biblioteca y Museo en Mahon. *Revista de archivos, bibliotecas y museos*, 53:659-662 (1947).
175. TIHON, C. Le Mont des Arts et la bibliothèque Albert 1er. *Archives, bibliothèques, et musées de Belgique*, 18:110-116 (1947). Discusses plans for the proposed memorial to Albert I, which would include a new building for the Royal Archives and Museum (p. 115-116).
176. VAN SCHREEVEN, WILLIAM J. Stack and shelf arrangement of the Archives Division, Virginia State Library. *AMERICAN ARCHIVIST*, 11:45-46 (Jan., 1948). See also No. 87, 119, 194, 197-198.

V. APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS AND HISTORICAL MANUSCRIPTS

177. BLOEMEN, C. Het historisch motief als criterium voor de vernietiging van archivalia. *Nederlandsch archievenblad*, 51:112-119 (1946-47).
178. CHICAGO BUREAU OF FILING AND INDEXING. Retention and preservation of records with destruction schedules. Rev. ed. [Chicago] 1948. 30 p. Laws and regulations affecting the preservation of business records are included in the appendix, together with a tabulation of 115 common papers found in business offices and their average retention periods.
179. DENVER AND RIO GRANDE WESTERN RAILROAD. The railroad runs on railroad records. Denver, 1947. 24 p. Essentially a revision of *Manual of procedures*, section 15 (preservation of records), issued in 1945.
180. DESTRUCTION OF public records. *Town clerks topics*, 7, no. 2:2 (Feb., 1948). Cites Section 147 of the new Education Law of New York State, requiring consent of the Commissioner of Education to the destruction of local records.
181. DOEHAERD, R. A propos des archives contemporaines. *Archives, bibliothèques, et musées de Belgique*, 18:75-79 (1947). Urges the codification of principles with respect to the selection of modern records for destruction or retention.
182. FOCKEMA ANDREAE, S. J. Regels voor vernietiging van nieuwe archiefbestanddelen. *Nederlandsch archievenblad*, 52:43-45 (1947-48).
183. GÉNICOT, L. Le probleme des archives modernes. *Archives, bibliothèques, et musées de Belgique*, 18:65-74 (1947). Considers the problems of selection for retention and of arrangement and description that modern records impose on the archivist.
184. JUDICIAL CONFERENCE OF SENIOR CIRCUIT JUDGES. COMMITTEE ON THE DISPOSITION OF FILES IN BANKRUPTCY AND OTHER CASES. Report, May 1946. [Washington] 1946. [35] p. The final report of the Committee, who had the assistance of members of the staff of the National Archives in their deliberations on the disposition of the records of the district courts of the United States and on the design of forms for uniform referee's docket and claims register sheets. The Committee's recommendations cover all records of the district courts and prescribe retention periods for the various classes of records.
185. KAISER, JULIUS B. "Historical" aspect of business records. *Office management and*

- equipment*, 8, no. 8:33-34 (Aug., 1947). Emphasizes the administrative value of an orderly archives program.
186. KAISER, JULIUS B. Should we change our method of preserving records? *Dun's review*, 56, no. 2238:19 (Feb., 1948). Urges the importance of efficient records administration in all business concerns.
187. KULSRUD, CARL J. Sampling rural rehabilitation records for transfer to the National Archives. *AMERICAN ARCHIVIST*, 10:328-334 (Oct., 1947).
188. MINIMUM retainment periods for bank records. *Filing bulletin*, 16:6 (Sept., 1947).
189. NATIONAL ASSOCIATION OF BANK AUDITORS AND COMPTROLLERS. RESEARCH COMMITTEE. Filing, storage, destruction of bank records; project of the Research Committee. Chicago, 1947. 48 p.
190. SLICK, F. S. Disposition of records and control of forms. *Controller*, 15:343-345 (July, 1947). The author's recommendation is 2-fold: the establishment of a Record Disposition Committee with authority to review and retain or discard old records and the appointment of a forms analyst to control existing and proposed new forms.
191. U. S. BUDGET BUREAU. Inter-agency record transfers. [Washington] 1947. 2 p. (*Circular* no. A-23.) Sets forth the procedure for securing the approval of the Director of the Bureau of the Budget to proposed inter-agency transfers of records in accordance with paragraph 2 of Executive Order 9784, of September 25, 1946.
192. WEEKS, BERTHA M. Transfer and retention of records. *Filing bulletin*, 16:3, 11 (Sept., Oct., 1947).
See also No. 47, 56, 117, 119, 281-282.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

193. BACK, E. A. Bookworms. *Indian archives*, 1:126-134 (Apr., 1947). Published originally in the Smithsonian Institution, *Annual report*, 1939: 365-374 (with 18 plates) and as their *Publication* 3572 (1940).
194. BALIGA, B. S. Note on the preservation of archives. Madras, 1947. 8 p. A note by the Curator of the Madras (Presidency) Record Office.
195. BARROW, WILLIAM J. New non-acid permanent iron ink. *AMERICAN ARCHIVIST*, 10:338 (Oct., 1947). Describes a new ink developed by the Organic Section of the National Bureau of Standards and the laboratory of the Government Printing Office.
196. CHAKRAVORTI, S., and P. C. MAJUMDAR. A note on "sulph-arsenic." *Indian archives*, 1:114-117 (Apr., 1947). Recommends against the use of sulph-arsenic solution as an insecticide because of its deleterious effects on paper.
197. EASTMAN KODAK COMPANY. Storage of microfilms, sheet films, and prints (safety film base and paper base materials only). Rochester, N. Y., 1946. 16 p.
198. NATIONAL FIRE PROTECTION ASSOCIATION. PROTECTION OF RECORDS COMMITTEE. Protection of records; consolidated reports, 1947. [Boston, 1947] 63 p. Superseding the editions of 1936 and 1939, this pamphlet is a consolidation of officially adopted reports of annual meetings, 1942-46. Includes suggestions on the survey and classification of records; record-keeping procedures; intensity, duration, and control of exposure; specifications for fire-resistive record vaults and file rooms; and equipment for the protection of records.
199. NORTON, MARGARET C. Handling fragile manuscripts. *Illinois libraries*, 29:410-413, 460-464 (Nov., Dec., 1947). Directed to the custodian of small collections, this paper outlines procedures for cleaning and treatment for mildew in preparing newly accessioned manuscripts for use. Instructions for the user of manuscripts, as distinguished from the archivist or custodian, are given on p. 463-464, "Regulations for the use of manuscripts."
200. SHELLEY, FRED. Sea water and ink. *AMERICAN ARCHIVIST*, 10:345-346 (Oct.,

- 1947). Describes a wartime experience in Alaska that would seem to indicate that "salt water tends to be a preservative to paper and to seal in the acids in ink."
201. U. S. GOVERNMENT PRINTING OFFICE. Alkaline writing ink. Washington, 1947. 14 p. (*Technical bulletin* no. 25.)
 202. U. S. GOVERNMENT PRINTING OFFICE and PRINTING INDUSTRY OF AMERICA, INC. Joint research bulletin, bindery series, no. 1-4. Washington, 1947. Contents: No. 1, The process of marbling paper. 10 p.; No. 2, Book binding pastes. 2 p.; No. 3, Bindery glues. 14 p.; No. 4, Miscellaneous bookbinding adhesives. 7 p.
 203. WEST, CLARENCE J., *comp.* Wet strength of paper. Appleton, Wis., 1947. 65 p. (Institute of Paper Chemistry, *Bibliographic series* no. 168.). Lists articles on the production of high wet-strength and scuff-resistant map paper for the Army.
 204. WIEDER herstellung salzverkrusteter Archivalien. *Der Archivar*, 1: col. 42 (Aug., 1947).
See also No. 117, 173, 269, 279.

VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS INCLUDING PUBLISHED FINDING AIDS

A. General Discussion

205. MARTIN, DOROTHY V. Books on the cataloging of manuscript material. *AMERICAN ARCHIVIST*, 11:42-44 (Jan., 1948). Reviews the literature of the field.
206. OOSTERLOO, N. The field of application of the Universal Decimal Classification. *Revue de la documentation*, 14:129-139 (1947, fasc. 3). Discusses possible application of the Universal Decimal Classification to the arrangement and classification of archives ("internal documentation").
207. RADOFF, MAURICE L. A guide to practical calendaring. *AMERICAN ARCHIVIST*, 11:123-140 (Apr., 1948). The first installment of a 2-part paper.
See also No. 183, 264, 277, 296, 310, 316-317.

B. United States in General and Federal Government

208. AMERICAN HISTORICAL ASSOCIATION. SPECIAL COMMITTEE ON MANUSCRIPTS. Report, 1946. *Annual report of the American Historical Association*, 1946, vol. 1, *proceedings*, p. 63-71 (1947). Describes a proposal for a national union catalog of historical manuscript collections.
209. AMERICAN LIBRARY ASSOCIATION. COMMITTEE ON PUBLIC DOCUMENTS. Report of the Chairman concerning the cataloging and indexing programs of the Division of Public Documents. *United States Government publications monthly catalog*, 632: iii-vi (Sept., 1947). The report of a survey made by Jerome K. Wilcox, July 7-August 2, 1947, with his recommendations since effected, with respect to the termination of the biennial *Document catalogue* and the improvement of the *Monthly catalog*, with special supplements to cover the war years. This is only one item of an abundant literature on the subject during the year, and is included here because of the important and close relation between the records and the publications of the Federal Government.
210. BULLOCK, HELEN D. The Robert Todd Lincoln Collection of the papers of Abraham Lincoln. Library of Congress, *Quarterly journal of current acquisitions*, 5, no. 1: 3-8 (Nov., 1947).
211. BUTTERFIELD, LYMAN H. The Jefferson-Adams correspondence in the Adams Manuscript Trust. Library of Congress, *Quarterly journal of current acquisitions*, 5, no. 2: 3-6 (Feb., 1948). Microfilm copies of this and of related papers have been deposited in the Library of Congress.
212. HAMER, PHILIP M. Guides to records of World War II. *AMERICAN ARCHIVIST*, 10: 339-345 (Oct., 1947). A paper read before the tenth annual meeting of the

- Society of American Archivists in Washington, D. C., October 24, 1946, describing the background and program of the World War II Records Project of the National Archives.
213. HUMPHREY, RICHARD A. War-born microfilm holdings of the Department of State. *Journal of modern history*, 20:133-136 (June, 1948). Describes copies of captured enemy records.
 214. JACKSON, W. TURRENTINE. Materials for western history in the Department of Interior Archives. *Mississippi Valley historical review*, 35:61-76 (June, 1948).
 215. LUOMALA, KATHARINE. Research and the records of the War Relocation Authority. *Applied anthropology*, 7:23-32 (Winter, 1948).
 216. MONAGHAN, FRANK. Heritage of freedom; the history and significance of the basic documents of American liberty. Princeton, 1947. 150 p. Notes on the more than 125 documents exhibited on the Freedom Train, with facsimiles of about 30 of them and the complete texts of many others.
 217. MUGRIDGE, DONALD H. Scientific manuscripts of Benjamin Franklin. Library of Congress, *Quarterly journal of current acquisitions*, 4, no. 4:12-21 (Aug., 1947).
 218. ODGERS, CHARLOTTE H., comp. Federal Government maps relating to Pacific Northwest history. *Pacific Northwest quarterly*, 38:261-272 (July, 1947). A list of maps in the National Archives, photostatic copies of which have been obtained by the University of Washington and the State College of Washington as part of their cooperative program of collecting regional history materials.
 219. PINKETT, HAROLD T. Records in the National Archives relating to the Civilian Conservation Corps. *Social service review*, 22:46-53 (Mar., 1948).
 220. SHIPMAN, FRED W. The Roosevelt papers. *Quarterly journal of speech*, 34:137-142 (Apr., 1948). A description of the Roosevelt papers, with special emphasis on the "speech file."
 221. U. S. LIBRARY OF CONGRESS. Centennial of the settlement of Utah exhibition, June 7, 1947-August 31, 1947. Washington, 1947. 73 p. This exhibit included a number of archival items borrowed from the National Archives.
 222. U. S. LIBRARY OF CONGRESS. Iowa Centennial Exhibition, December 28, 1946-April 27, 1947. Catalog. Washington, 1947. 86 p. This exhibit included a number of archival items borrowed from the National Archives.
 223. U. S. LIBRARY OF CONGRESS. Wisconsin Centennial Exhibition, May 29, 1948-August 23, 1948. Washington, 1948. 64 p. This exhibit included a number of archival items borrowed from the National Archives.
 224. U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to Cuba. By Seymour J. Pomrenze. Washington, 1948. 13 p. (*Reference information circular* no. 34.)
 225. U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to the Dominican Republic. By Seymour J. Pomrenze. Washington, 1948. 11 p. (*Reference information circular* no. 35.)
 226. U. S. NATIONAL ARCHIVES. National archives accessions, nos. 30-33. [Washington] 1947-1948.
 227. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Bureau of Medicine and Surgery, compiled by Kenneth F. Bartlett. Washington, 1948. 18 p. (*Preliminary inventory* no. 6.)
 228. U. S. NATIONAL ARCHIVES. The Sesquicentennial of the Department of the Navy, 1798-1948; an exhibit presented by the National Archives. [Washington, 1948] 13 p. A catalog prepared by Mrs. Elizabeth E. Hamer.
 229. U. S. NATIONAL ARCHIVES. FRANKLIN D. ROOSEVELT LIBRARY, HYDE PARK, N. Y. A brief guide to the museum collections in the Franklin D. Roosevelt Library. [Washington, 1947] Folder.
 230. U. S. NATIONAL ARCHIVES. FRANKLIN D. ROOSEVELT LIBRARY, HYDE PARK, N. Y. List of major groups of material in the Franklin D. Roosevelt Library. [Washington, 1948] [2] p.
See also No. 57, 63, 65, 187, 275, 290, 312, 314.

C. State and Local

231. BONTEMPS, ARNA. American Missionary Association archives in Fisk University Library. Nashville, 1947. 10 p. A brief general description of the Association's archives, 1839-79, with facsimiles of typical documents.
232. BRINTON, ELLEN S., and HIRAM DOTY, *comp.* Guide to the Swarthmore College Peace Collection, a memorial of Jane Addams. Swarthmore, 1947. 72 p. The Collection has been described in entries for forty-four "document groups," three "collective document groups," and twelve "special collections."
233. DUKE UNIVERSITY. LIBRARY. Guide to the manuscript collections in the Duke University Library. Prepared by Nannie M. Tilley and Noma L. Goodwin, with the assistance of the North Carolina Historical Records Survey. Durham, 1947. 362 p. (Trinity College Historical Society, *Historical papers*, ser. 27-28.) The more important additions to the collections since 1942 are listed briefly on p. viii.
234. GEIGER, MAYNARD J., *Father*. Calendar of documents in the Santa Barbara Mission archives. Washington, 1947. 291 p. (Academy of American Franciscan History, *Bibliographical series*, vol. 1.) Contains more than 4,000 entries, dated 1769-1885.
235. GOSNELL, CHARLES F. New York State's freedom train. *New York history*, 29: 51-67 (Jan., 1948). A description and catalog of an exhibit presented by the New York State Library.
236. GOSNELL, CHARLES F., and EDNA L. JACOBSON. History in the State Library. *New York history*, 28: 371, 512-514 (July, Oct., 1947); 29: 103-106, 232-234 (Jan., Apr., 1948). Describes manuscript and archival material in the New York State Library.
237. MCCORMACK, HELEN G., *comp.* A provisional guide to manuscripts in the South Carolina Historical Society. *South Carolina historical and genealogical magazine*, 48: 48-52, 177-180 (Jan., July, 1947). The ninth and tenth installments of this list.
238. MANUCY, ALBERT C. Florida in North Carolina Spanish records. Pt. II, Administration, commerce, and finance. *Florida historical quarterly*, 26: 77-91 (July, 1947).
239. OREGON. STATE LIBRARY. ARCHIVES DIVISION. Publications nos. 7-9. Salem, 1947. These comprise "microfilm inventories" nos. 1 and 2 (lists of materials microfilm for the Archives Division) and an inventory of the records of the Oregon Federal Writer's Project.
240. SUPPLEMENT to the guide to the manuscript collections in the Historical Society of Pennsylvania. *Pennsylvania magazine of history and biography*, 71: 283-287 (July, 1947).
241. U. S. LIBRARY OF CONGRESS. State censuses; an annotated bibliography of censuses of population taken after the year 1790 by States and Territories of the United States. Washington, 1948. 73 p. The appendix lists the present location and describes the availability of the manuscript census schedules of the State censuses (p. 67-73).
242. WYOMING. UNIVERSITY. ARCHIVES DEPARTMENT. University archives and western historical manuscript collections, University of Wyoming. Laramie, 1948. 8 p. Compiled by the Archivist of the University, Lola M. Homsher, this list describes briefly the holdings of the Department and indicates the kinds of materials to be collected.
See also No. 81, 87, 97-98, 343.

D. Foreign Countries

243. BOURGIN, GEORGES, *comp.* État sommaire des documents entrés aux Archives Nationales par des voies extraordinaires (dons, achats, échanges) de 1928 à 1941. *Bibliothèque de l'École des Chartes*, 103: 151-195 (1942).

244. CHARLES, B. G. The records of Slebech. Wales, National Library, *Journal*, 5: 179-198 (Summer, 1948).
245. DENMARK. RIGSARKIV. Danmark gennem 800 Aar. Rigsarkivets Udstilling af historiske Dokumenter i Festsalen i Aarhus Raadhus. København, 1947. 84 p. Illustrations include a ground plan of the Festsalen in Aarhus Raadhus and facsimiles of selected documents and seals.
246. DENMARK. RIGSARKIV. Danmark gennem 800 Aar. Rigsarkivets Udstilling af historiske Dokumenter i Riddersalen paa Rosenborg Slot. København, 1947. 72 p. Illustrations include a ground plan of the Rosenborg Slots Riddersal and facsimiles of selected documents and seals.
247. DIESTELKAMP, A. Die künftige Behandlung der Personalakten und der bei den Gerichten erwachsenen Akten personengeschichtlichen und erbiologischen Inhalts. *Der Archivar*, 1: col. 79-91 (Jan., 1948).
248. DOUVILLE, RAYMOND. Short sketch of the archives of Three Rivers. *AMERICAN ARCHIVIST*, 10: 263-268 (July, 1947). A translation by Grace Lee Nute of a paper describing the archives preserved in the Court House of Three Rivers, Quebec.
249. ESDAILE, ARUNDELL. The British Museum Library; a short history and survey. London [1946] 388 p. Manuscript holdings are described on p. 226-293.
250. FORMSMA, W. J., and B. VAN 'T HOFF. Repertorium van inventarissen van Nederlandse archieven. Groningen, 1947. 100 p. Compiled under the auspices of the Society of Archivists of the Netherlands, this list contains 1,162 items.
251. GREAT BRITAIN. PUBLIC RECORD OFFICE. Catalogue of manuscripts and other objects in the Museum of the Public Record Office, with brief historical and descriptive notes. London, 1948. 91 p. The preface contains a brief historical account of the development of the Museum.
252. HISTORICAL manuscripts. London University. Institute of Historical Research, *Bulletin*, 21: 84-100, 190-[198] (May-Nov., 1946, May-Nov., 1947. Published in 1947 and 1948). These items list (1) accessions of manuscripts reported by public or corporate body repositories; (2) migrations of manuscripts by sale or change of private ownership.
253. LONG, UNA (MRS. COLIN GILL). An index to authors of unofficial, privately-owned manuscripts relating to the history of South Africa, 1812-1920, with copies, summaries, and extracts of documents, biographical notes on the authors, a chronological table, and an appendix of documents originating outside Africa. Grahamstown, South Africa, 1947. 458 p.
254. NOUVELLES acquisitions latines et françaises du Département des manuscrits de la Bibliothèque Nationale pendant les années 1936-1940. *Bibliothèque de l'École des Chartes*, 102: 156-210 (1941).
255. RE, EMILIO. Storia di un archivio; le carte di Mussolini. Milan [1946] 41 p. Describes Mussolini's "private" archives.
256. VAN EEGHEN, I. H. De doop-, trouw- en begraafboeken te Amsterdam van de burgerlijke stand. *Nederlandsch archievenblad*, 52: 31-42 (1947-48).
257. VEREENIGING van archivariissen in Nederland. Gids voor de archieven van gemeenten en waterschappen in Nederland. Groningen, 1945. 88p. This guide, compiled under the direction of the Society of Archivists of the Netherlands, was issued in 2 parts, the first being published in 1942.
258. WALES, NATIONAL LIBRARY, ABERYSTWYTH. Handlist of manuscripts in the National Library of Wales. Pt. 11. Aberystwyth [1948] p. 253-304.
See also No. 120, 122, 124, 148, 159, 261, 266.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

259. AMERICAN HISTORICAL ASSOCIATION. SPECIAL COMMITTEE ON DOCUMENTARY REPRODUCTION. Report, 1946. *Annual report of the American Historical Association*, 1946, vol. 1, *proceedings*, p. 71-82 (1947). Includes a "partial bibliography of

- current materials published via microfilm, microprint, photo-offset, and related media," in which the file microcopy program of the National Archives is described on p. 78-79.
260. BEENY, LAURETTA E. Don't be afraid to microfilm. *American Association of Medical Record Librarians, Journal*, 19:31-32, 46-47 (Apr., 1948). Recommends the microfilming of hospital records. Another article recommending microfilming, by Astrid O. Larsen, "The pros and cons of microfilming," appears on p. 33-34, 43. The case against microfilming is presented in a third article, by Margaret Hallock, "Microfilming—why we decided against it," p. 35-36.
261. BIBLIOTECA BENJAMIN FRANKLIN, MEXICO CITY. The Benjamin Franklin Library microfilm project. [Washington] 1948. 8 p. Presents a proposal for a project to microfilm certain materials in selected archives in Northern Mexico.
262. BENNETT, MARY A. New microfilm reading machines. *College and research libraries*, 8, pt. 1: 239-242 (July, 1947).
263. BJÖRKBOM, C. Standardized terminology for documentary reproduction. *Rapports de la 17me conférence de la Fédération Internationale de Documentation, Berne 1947*. 1947. vol. 1. p. 58.
264. BOBB, F. W. Applying microfilm in a war agency. *Special libraries*, 39:50-52 (Feb., 1948). A discussion of methods of indexing microfilms used by the Army and Navy.
265. CRAIG, THOMAS. The reproduction of office records by photography and contact prints. *NOMA forum*, 22, no. 9:9-12 (Sept., 1947). Relates chiefly to the application of microphotography.
266. FRANÇOIS, MICHEL. Le microfilm aux Archives Nationales. *Bibliothèque de l'École des Chartes*, 105:225-228 (1944). Lists materials (records and unique copies of inventories) microfilmed by the Archives Nationales during the war either for security purposes or as part of the project of reproducing the Parisian *fonds* of the Archives of Simancas before restitution to Spain.
267. FRY, W. S. Photography and libraries. *Library Association, Record*, 50:36-42 (Feb., 1948).
268. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Evaluation of microfilming projects. [Washington] 1948. 17 p. Report of the meeting of May 9, 1947, at which H. J. Lilienfield of the Budget Bureau and Daniel F. Noll of the National Archives were the speakers.
269. JANICKI, W. Technical photographic papers for multiplying purposes in documentation. *Rapports de la 17me conférence de la Fédération Internationale de Documentation, Berne 1947*. 1947. vol. 2. p. 111-114. A discussion of the photographic properties of copying papers and the various methods by which copies are made.
270. JOACHIM, H. Geräte für die photographische Vervielfältigung. Deutsche Gesellschaft für Dokumentation. *Die Dokumentation und ihre Probleme. Vorträge der Ersten Tagung der Deutsche Gesellschaft für Dokumentation vom 21. bis 24. September 1942 in Salzburg*. Leipzig, 1943. p. [190]-196.
271. MEHNE, E. Archivarische Forderungen an die photomikrographische Dokumentation von Zeitdokumenten. Deutsche Gesellschaft für Dokumentation. *Die Dokumentation und ihre Probleme. Vorträge der Ersten Tagung der Deutsche Gesellschaft für Dokumentation vom 21. bis 24. September 1942 in Salzburg*. Leipzig, 1943. p. [174]-179.
272. THE MICROCARD bulletin. No. 1 (June 1948). 16 p. Irregular. Issued jointly by all the publishers of microcards, this bulletin announces the beginning of the publication of books, pamphlets, and other scholarly materials (dissertations) in microcard form, with a list of the six initial publishers of microcards and the fields in which they plan to publish. Includes a description of the microcard "reader" and the microcard "scrutinizer."
273. MOHOLY, LUCIA. Documentary reproduction. *Library Association, Record*, 49:39-41 (Feb., 1947). Considers various methods of documentary reproduction and

- urges that a national center for documentary reproduction be set up to co-ordinate all such activities in Great Britain and the British Commonwealth.
274. NOLL, DANIEL F., *comp.* A selected bibliography on microphotography. *AMERICAN ARCHIVIST*, 11:150-153 (Apr., 1948). Emphasizes archival as distinguished from library microphotography.
 275. PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE. COMMITTEE ON MICROPHOTOGRAPHY. Union list of microfilms. Supplement 5 (1946). Philadelphia, 1947. 154 p.
 276. RATHS, W. Die photochemischen Hilfsmittel für die Dokumentation. Deutsche Gesellschaft für Dokumentation. *Die Dokumentation und ihre Probleme. Vorträge der Ersten Tagung der Deutsche Gesellschaft für Dokumentation vom 21. bis 24. September 1942 in Salzburg.* Leipzig, 1943. p. [180]-189.
 277. SONDHEIMER, J. P. Indexing Office of Scientific Research and Development war reports. *Special libraries*, 39:35-39 (Feb., 1948). A discussion of the classified index to material on microfilm developed by the OSRD Indexing Department.
 278. TATE, VERNON D. From Binkley to Bush. *AMERICAN ARCHIVIST*, 10:249-257 (July, 1947).
 279. VAN ALPHEN, P. M., and C. J. DIPPEL. New technical possibilities in the micro-reproduction and multiplication of documents. *Rapports de la 17me conférence de la Fédération Internationale de Documentation, Berne 1947.* 1947. vol. 1. p. 75-78. Presents a brief description of a new material, Philips M. D. film, for photographic reproduction purposes. This material is claimed to have a resolving power of 1000 lines per mm.
 280. VAN MANSUM, J. R. Document reproduction. *Rapports de la 17me conférence de la Fédération Internationale de Documentation, Berne 1947.* 1947. vol. 1. p. 67-70. Describes, with illustrations, the system of photo-copying its reference cards now used by the International C. D. B. Service in the Netherlands.
 281. WEBB, WILFRED D. Public records on microfilm. *Texas municipalities*, 32:54-59 (Mar., 1945).
 282. WHITWRIGHT, GERALD M., *ed.* A symposium on microfilming regulatory records. *Public utilities fortnightly*, 41:678-682 (May 20, 1948). Contains digest of statements by H. J. Lilienfield, Daniel F. Noll, Raymond Davis, and others.
 283. WRIGHT, ALMON R. The lure of microphotography. *College and university*, 23:382-395 (Apr., 1948). A paper read at the annual meeting of the Association of Ohio College Registrars, October 22, 1947. Discusses the application of microphotography to college and university records.
See also No. 58, 81, 197, 213, 239.

IX. SERVICE, USE, AND PUBLICATION OF RECORDS AND HISTORICAL MANUSCRIPTS

284. ANGLO-AMERICAN HISTORICAL COMMITTEE. Editing modern historical documents. *Indian archives*, 1:135-147 (Apr., 1947). This 1925 report of the Committee is reprinted from the London University, Institute of Historical Research, *Bulletin*, 3:13-26 (1925-26).
285. BRITISH RECORDS ASSOCIATION. PUBLICATIONS SECTION. Specimen pages for record publications. London, 1947. 12 p. (*Publications pamphlet* no. 2.) Suggests type faces suitable for record publications and recommends appropriate layouts for certain classes of records. To be used in conjunction with the Association's *Notes for the guidance of editors of record publications*, published last year.
286. HIDY, RALPH W. Importance of the history of the large business unit. Business Historical Society, *Bulletin*, 22:4-11 (Feb., 1948). A paper read at the sixty-second annual meeting of the American Historical Association, Cleveland, Ohio, 1947.
287. [ILLINOIS STATE LIBRARY. ARCHIVES DIVISION] Services of Archives Department of the Illinois State Library. *Illinois libraries*, 29:409 (Nov., 1947). A 1-page

- summary of the services, including photographic reproduction services, offered by the Archives Department to other State departments, to county officials, to the general public.
288. LARSON, HENRIETTA M. Availability of records for research in the history of large business concerns. Business Historical Society, *Bulletin*, 22:12-21 (Feb., 1948). A paper read at the sixty-second annual meeting of the American Historical Association, Cleveland, Ohio, 1947. Stresses the point that scholars working in the field will have to depend largely on the records of existing companies and that the accessibility of their archives is therefore of crucial importance.
289. LARSON, HENRIETTA M. Business history: retrospect and prospect. Business Historical Society, *Bulletin*, 21:173-199 (Dec., 1947).
290. LARSON, HENRIETTA M. Guide to business history; materials for the study of American business history and suggestions for their use. Cambridge, 1948. 1181 p.
291. LAWSON, MURRAY G. The machine age in historical research. AMERICAN ARCHIVIST, 11:141-149 (Apr., 1948). Describes in some detail the possible bibliographical and other research application of the manually operated punched card system Key-sort and of the automatic punched card systems of IBM and Remington Rand, with a further note on the technique of adding microfilm strips to the punched cards.
292. MIDDLETON, ARTHUR P., and DOUGLASS ADAIR. The mystery of the Horn Papers. *William and Mary quarterly*, 3d ser., 4:409-445 (Oct., 1947). An article based on the report of the Committee on the Horn Papers, of which the Archivist of the United States was chairman, describing the grounds on which the Committee was obliged to conclude that the primary material in *The Horn Papers* is a fabrication.
293. OVERTON, RICHARD C. Problems of writing the history of large business units with special reference to railroads. Business Historical Society, *Bulletin*, 22:22-35 (Feb., 1948). A paper read at the sixty-second annual meeting of the American Historical Association, Cleveland, Ohio, 1947. Includes a discussion of the accessibility of railroad records.
294. PRINCETON UNIVERSITY. LIBRARY. EDITORIAL OFFICE. The papers of Thomas Jefferson; directions governing the handling of original manuscripts and photo-stats or photo-enlargements. Princeton, 1944. 18 p. (*Directive* no. 1.)
295. PRINCETON UNIVERSITY. LIBRARY. EDITORIAL OFFICE. The papers of Thomas Jefferson; concerning editorial procedures and rules for preparing the text. Rev. issue. Princeton, 1947. 36 p. (*Directive* no. 2). These two *Directives* contain detailed instructions as to the mechanics of handling and the practices of editing to be employed in preparing the proposed 50-volume collection of the writings of Thomas Jefferson, under the editorship of Julian Boyd.
296. RENVALL, PENTTI. Historiantutkimuksen työmenetelmät (The working methods of historical research). Helsinki, 1947. 333 p. An important manual on historical method by the Director of the Turku Provincial Archives, Turku, Finland. Emphasizes archival sources and the principles of their use. The author's English translation of Chapter 2 ("The art of finding archive sources," 18 p.), in which the approach of the user of archival materials is employed in presenting a definition of archival terminology, a statement of the principles of arrangement of archival materials, and an indication of the location of particular kinds of materials is available in the Library of the National Archives in Washington.
297. SOCIAL SCIENCE RESEARCH COUNCIL. Annual report, 1946/47. New York, 1948. 91 p. The reports of the Committees on the Federal Government and Research, on Government Records and Research, and on War Studies appear on p. 30-31, and 63-64, respectively.
298. U. S. AGRICULTURE DEPARTMENT. Availability of information and records.

- Federal register*, 13:1807 (Apr. 2, 1948). An order of the Secretary of Agriculture, dated March 29, 1948, relating to the procedure to be followed when it is sought to require by subpoena duces tecum or other compulsory process the production of records of the Department.
299. U. S. AGRICULTURE DEPARTMENT. Committee on agricultural history. Washington, 1947. 2 p. (*Memorandum* no. 925, *Rev.* 1.) A memorandum reconstituting the Committee (originally established in 1941) and giving it added responsibility of encouraging the keeping of appropriate historical records of the Department's programs and administration.
 300. U. S. GENERAL ACCOUNTING OFFICE. Safeguarding accounts, records, information, and furnishing copies. *Federal register*, 12:7153-7155 (Nov. 5, 1947).
 301. U. S. HOUSING EXPEDITER'S OFFICE. Records and information. *Federal register*, 13:1815 (Apr. 2, 1948). Describes the procedure to be followed when it is sought to require by compulsory process the production of any record of the Office or testimony in regard thereto.
 302. U. S. INTERIOR DEPARTMENT. Availability of official records. *Federal register*, 13:1454-1455 (Mar. 19, 1948). Describes the conditions of availability for inspection and copying of records of the Department.
 303. U. S. LAWS, STATUTES, ETC. To amend the Act entitled "An Act to establish a National Archives of the United States Government, and for other purposes." Washington, 1948. 1 p. (80-2, *Public law* 428.) Amends sections 3, 6, and 8 of the National Archives Act as amended, relating to restrictions on the use of and certifications of copies of records in the National Archives.
 304. U. S. LAWS, STATUTES, ETC. To amend the Act of June 19, 1934, providing for the establishment of the National Archives, so as to provide that certain fees collected by the Archivist shall be available for disbursement in the interest of the National Archives. Washington, 1948. 1 p. (80-2, *Public law* 784.) Amends Section 8 of the National Archives Act as amended, to provide that fees collected for reproduction services shall be paid into, administered, and expended as a part of the National Archives Trust Fund. The law also prohibits the rendering of reproduction service to other Government agencies on a reimbursable basis.
 305. U. S. NATIONAL ARCHIVES. Custody, protection, and use of historical material in the Franklin D. Roosevelt Library. *Federal register*, 12:6272-6273 (Sept. 19, 1947).
 306. U. S. NATIONAL ARCHIVES. Regulations for the use of records in the custody of Archivist of the United States; promulgated by the Archivist on January 21, 1948. [Washington, 1948] 4 p. Published in the *Federal register*, 13:345-346 (Jan. 24, 1948).
 307. U. S. NATIONAL ARCHIVES. Response to subpoena duces tecum or other demand, and authentication and attestation of copies of archives in the custody of the Archivist of the United States. *Federal register*, 12:6272 (Sept. 19, 1947).
 308. U. S. PRESIDENT, 1945- (TRUMAN). Directive of March 13, 1948. [Confidential status of employee loyalty records] *Federal register*, 13:1359 (Mar. 16, 1948).
 309. U. S. STATE DEPARTMENT. Study and research in the Department of State. *Federal register*, 13:1318-1320 (Mar. 12, 1948). Sets forth the conditions of use of the records of the Department by other officials of the United States Government and by the general public. The records prior to January 1, 1923, are now open to the public, and the open date will be automatically advanced one year each year through 1955. *Departmental regulation* 108.67.
See also No. 58, 62, 117, 122, 131, 149, 161, 165, 199, 272.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

310. AMERICAN GEOGRAPHICAL SOCIETY. Manual for the classification and cataloguing of maps in the Society's collection. New York, 1947. 43 p. Contains the

classification scheme of the map collection of the Society, an alphabetical index to the scheme incorporating the preferred forms and spelling of geographical place names, a subject-heading list, and sample catalog cards.

311. BAUMHOFER, HERMINE. A new tool for a new history. *Minnesota history*, 28:345-352 (Dec., 1947). Discusses the use of photographic source material by the historian, with emphasis on materials in the National Archives.
312. EELLS, RICHARD. Strategic bombing photographs. Library of Congress, *Quarterly journal of current acquisitions*, 5, no. 1:9-11 (Nov., 1947). Describes a collection of photographs taken by the United States Eighth Air Force and presented to the Library of Congress by Gen. Carl Spaatz.
313. FILLIOZAT, JEAN. Manuscripts on birch bark (bhurjapatra) and their preservation. *Indian archives*, 1:102-108 (Apr., 1947).
314. HOLMES, DONALD C. Wartime photographic activities and records resulting therefrom. *AMERICAN ARCHIVIST*, 10:287-293 (July, 1947).
315. AN INSTITUTE of Recorded Sound. Library Association, *Record*, 50:123 (May, 1948). Describes a preliminary meeting held under the auspices of Aslib and the formation of a provisional council for a proposed Institute of Recorded Sound, to ensure that the sounds of significant events be recorded.
316. STRAIN, PAULA M. Photographs in scientific and technical libraries. *Special libraries*, 39:77-82 (Mar., 1948). Discusses problems of storage and cataloging and classification of photographic materials.
317. TUNSTELL, DOUGLAS. Visual indexing. *Special libraries*, 39:39-42 (Feb., 1948). A discussion of the problem of subject indexing of photographs.
See also No. 203, 218, 264, 277.

XI. THE RECRUITMENT AND TRAINING OF ARCHIVISTS AND CUSTODIANS OF MANUSCRIPTS

318. AMERICAN UNIVERSITY. Fourth intensive training course in the preservation and administration of archives for custodians of public, institutional, and business records. Washington, 1948. Folder. Describes the program given by the University in cooperation with the National Archives and the Maryland Hall of Records, July 26-August 21, 1948.
319. CUBA. CONSEJO DIRECTOR PERMANENTE DE LOS ARCHIVOS DE LA REPUBLICA DE CUBA. Curso oficial de arquivonomia. Habana, 1945. 15 p.
320. [LONDON. UNIVERSITY] A new diploma in archives. Library Association, *Record*, 49:285 (Nov., 1947). Describes the new courses in archives offered by the University of London at the School of Librarianship and Archives.
321. RUMANIA. SCOALA DE ARCHIVISTICA. Carnetul studentului. 2d ed. Bucuresti, 1945. 86 p. Describes the curriculum of the School and lists 634 bibliographical references, under appropriate subjects, with which the student is invited to acquaint himself.
322. TREVER, KARL L. The organization and status of archival training in the United States. *AMERICAN ARCHIVIST*, 11:154-163 (Apr., 1948). A paper read at the tenth annual meeting of the Society of American Archivists, October 25, 1946.
323. U. S. CIVIL SERVICE COMMISSION. Examination for probational appointment to the position of Archivist (grades P-2 to P-6). [Washington, 1947] 4 p. Describes the nature of the work and the experience and educational requirements for positions in these grades in the Federal Civil Service. Printed in part in the *AMERICAN ARCHIVIST*, 10:390-392 (Oct., 1947).
See also No. 7, 106.

XII. ARCHIVES, ARCHIVAL AGENCIES, AND MANUSCRIPT DEPOSITORY IN TIME OF WAR

324. ACTIVITIES of the Historical Sections of the Armed Services. *Canadian historical review*, 28:354-355 (Sept., 1947). Describes the activities and publication plans

- of the Canadian Army Historical Section and the Canadian Naval Historical Section with respect chiefly to World War II.
325. LES ARCHIVES de la Wallonie et la guerre. *Archives, bibliothèques, et musées de Belgique*, 18: 124-125 (1947). Includes citations of articles published elsewhere on the subject.
 326. BALD, F. C. The University war historian. *Michigan history*, 31: 200-206 (June, 1947). A report of the war history program at the University of Michigan.
 327. BAUTIER, R. H. Les archives italiennes pendant la guerre. *Bibliothèque de l'École des Chartes*, 106: 309-320 (1945-46, vol. 2).
 328. BENJAMIN, MARY A. War loot. *Collector*, 60: 169-171 (Aug., 1947). Describes the experiences of the author, as an autograph dealer, with ex-GI's and others seeking to dispose of manuscripts and archives looted from enemy countries during World War II.
 329. BRANDT, A. VON. Schicksalsfragen deutscher Archive. *Der Archivar*, 1: col. 133-140 (May, 1948). Presents the German argument against the transfer from the British Zone to the Polish Government of certain archives belonging to Danzig, Stettin, etc., as reported in the brief item by C. A. F. Meekings entered below.
 330. BROOKS, PHILIP C. Archives in the United States during World War II, 1939-45. *Library quarterly*, 17: 263-280 (Oct., 1947). A resumé prepared at the request of the American Council of Learned Societies.
 331. EVANS, LUTHER H. Research libraries in the war period, 1939-45. *Library quarterly*, 17: 241-262 (Oct., 1947). A resumé prepared at the request of the American Council of Learned Societies.
 332. GERMANY (TERRITORY UNDER U. S. OCCUPATION, 1945-) MILITARY GOVERNOR. Military Government regulations, title 18: monuments, fine arts, and archives. Berlin, 1947. 38 p. A revision of the original Title 18, covering the policies and instructions concerning "cultural structures and materials" found in the United States Zone of Germany, effective February 12, 1947.
 333. GERMANY (TERRITORY UNDER U. S. OCCUPATION, 1945-) MILITARY GOVERNOR. Who was a Nazi? Facts about the membership procedure of the Nazi Party. [Berlin, 1947?] 36 p. Gives a brief general history of the membership files and records of the Nazi Party now in the custody of the 7771st Document Center in Berlin.
 334. GRAGLIA, GIUSEPPE. The Vatican Library during the war. *Library quarterly*, 17: 219-223 (July, 1947). Describes the evacuation of materials from the Vatican Library and the efforts made by the Library in the protection of the collections of other institutions, including those of Monte Cassino.
 335. GRAYLAND, EUGENE C. The work of the War Archives Sections in New Zealand and Australia. *AMERICAN ARCHIVIST*, 11: 23-27 (Jan., 1948). Discusses the wartime archival and historical programs of the armed services in New Zealand and Australia.
 336. KRIEGSSCHUTZ- und Rückführungsmassnahmen und deren Erfahrungen sowie Verluste der Archive der britischen Zone, I. *Der Archivar*, 1: col. 97-134 (May, 1948).
 337. LINDER, LeROY H. Our wartime document centers made enemy documents easily available. *Library journal*, 73: 789-790 (May 15, 1948). A brief description of work done by the Army document centers in handling captured enemy documents and making them available for intelligence purposes.
 338. MCCORMICK, E. H. Archives and the war. *New Zealand libraries*, 9: 46-56 (Apr., 1946). Discusses the war records and war history programs of the several departments of the New Zealand Government during World War II.
 339. MEEKINGS, C. A. F. Rückgabe von Archiven an Polen. *Der Archivar*, 1: 74 (Jan., 1948). Describes the controversial matter of the transfer or return to the custody of the Polish Government of certain archives of Danzig, Stettin, etc., from the British Zone.

340. MEUVRET and E. PERROY. Historical activities in France during 1946. London, University, Institute of Historical Research, *Bulletin*, 21:155-160 (May-Nov., 1947). Notes important war losses to French archives in discussing archives and libraries on p. 157-158.
341. RE, EMILIO. The Italian archives during the war. *AMERICAN ARCHIVIST*, 11:99-114 (Apr., 1948). A paper read before the Deputazione Romana di Storia Patria, May 25, 1946, and published in pamphlet form as *Gli archivi Italiani durante la guerra* (Rome, 1946. 24 p.). Translated by George C. Reeves, Allied Force Microfilm and Records Depot, Rome.
342. RIJKSINSTITUUT voor Oorlogsdocumentatie. *Nederlandsch archievenblad*, 52:25-26 (1947-48).
343. RODABAUGH, JAMES H. War records projects in the States, 1943-1947. Raleigh, N. C., 1947. 46 p. (American Association for State and Local History, *Bulletins*, 2, no. 1.) Surveys the accomplishments of the State war records projects. Their activities with respect to Federal field office records are mentioned on p. 16-21.
344. 7771st Document Center. *Military Government weekly information bulletin*, 105:3-4 (Aug. 11, 1947). Describes the work of the Army's 7771st Document Center in Berlin, with particular reference to its use of the official records of the Nazi Party, including the Central Membership Card Index.
345. ŽACEK, VACLAV. Czechoslovak archives — war-time losses. *Slavonic and East European review*, 25:518-527 (Apr., 1947).
See also No. 89, 107, 117, 144, 212-213.

Archives In Canada

By GEORGE SIMPSON

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IT IS a very great delight for me to be able to attend this meeting of American archivists and historians and I esteem it a special honour to represent Canada, in so far as the gathering is international in character. Canadians have never been able to regard the Americans as foreigners. We usually refer to them as "our cousins." This easy relationship enables us to offer them greetings of special affection, criticisms of unusual warmth, or other exchanges of particular intimacy. Since Canada has in part, a strong Latin tradition we have also a kindly neighborly interest in Mexico and the other great states of the south.

We have met here to discuss problems which have a common or universal significance as well as national and local importance. You have asked me to make my contribution by describing briefly the Archives situation in Canada.

Although Archives to most people represent an obscure and remote institution which is narrowly specialized in its organization and serves a relatively few people, actually they reflect faithfully the life, spirit and history of a people. The dynamic which creates archives and maintains their vitality springs from three primary sources: a sense of tidiness, a sense of tradition and a sense of crisis.

The most obvious source is a sense of tidiness and efficiency which carried into government business means insistence on proper classification and filing of all documents, their maintenance under good physical conditions so long as they are needed for current reference, and the permanent preservation of all important ones. Some people are born tidy; some achieve tidiness though not without bitter experience; and some have tidiness forcibly thrust upon them. So important is this element of tidiness that some archivists look upon themselves mainly as ministering or avenging angels to glorified filing clerks. Their paradise has concrete walls, steely gates, and descending stairs. Over the portals might well be the text from Herodotus, "My duty is to report all that is said, though I am not obliged to believe it all alike."

The second source of dynamic creative power is the sense of tradition. When a people begin to feel the spiritual emptiness of a

present which is unassociated with a past, when they begin to realize the sum total of past achievement as compared with present gain, or when they begin to take a pride in the fact that their present striving is in line with what already has been done then they begin to look around for some documentation which will unite the generations, total up the score, and provide a pattern of life in its time perspective. When this sense of tradition becomes intensified the development of archives receives a fresh impetus from outside the circles of officialdom and beyond technical and professional groups. At its worst the sense of tradition serves supercilious snobbery; at its best it re-enforces and invigorates the whole of the body politic. This impetus may indeed threaten to carry the archivist beyond the range of documents into the field of museum display. All sorts of momentous trifles which visibly recall the past, which embody in a special sense some event, or which symbolize a spirit and an age, may establish claims for preservation. They have an immediate appeal to the visual sense. They share with documents the common dust of the past so it is not surprising that a tradition-conscious public should regard both with equal esteem and archivists get them mixed up in their collections.

The third source of dynamic in the development of archives is the sense of crisis. If an institution, a community or a country feels itself in an advanced or exposed situation having to justify or defend its position it is more likely to ensure the careful preservation of all those precious documents which contain the basis of its faith, the story of its survival, the framework of its government and the arguments against its enemies. Out of the records of the past are distilled the essences — and the brews — which stimulate the group to new efforts, new conquests or new heroisms. The first task of every resurgent national group in the nineteenth century, for example, was to assemble its literary remains and organize its historical records. In the records were to be found the greatest weapons in the social armoury, so powerful indeed that it is dangerous to allow the ignorant and the malicious to play around with them.

If I am correct in my assumption, how can these be applied to illustrate the history of Archives development in Canada? To begin with, the sense of tidiness has not been a very marked feature of Canadian life. Until very recently Canada has been predominantly an agricultural and pioneer community, a state of affairs which as a rule is not conducive to habits of tidy bookkeeping or indeed to tidiness in general. The best kept records of our early days were

probably those of great merchant companies like the Hudson's Bay Company to whom records were a necessity, or to institutions like the Catholic Church, whose bookkeeping of souls contain many items of an earthy and contemporary flavor. With the industrialization of the country and the continuous prod of the income tax forms the Canadian people are probably become more conscious of the value of systematic record preservation. The vast extension of governmental activity in federal, provincial and municipal fields is creating now problems of recording and preservation so that governments are being faced with a situation which will eventually require the application and elaboration of archive techniques. While the pressure is rising it has not yet created a sense of emergency but I feel free to predict that on the basis of efficiency and tidiness alone in a few years' time the problem of archives will be placed on the list marked "urgent."

The sense of tradition in Canada, with the exception of certain regions, is not highly developed. For the greater part of our history these traditions had their roots in European memories particularly in Great Britain. In the province where I grew up British history, for example, was more popular in our secondary education than was Canadian history. In studying it we never regarded it as anything but our own history. This extension of an traditional interest beyond the seas undoubtedly divided and weakened our interest in things purely Canadian.

With respect to crisis no state on the Western hemisphere has had a more unruffled history. Since 1763 there have been no forcible transfers of territory. On only two occasions have our neighbors to the south marched in and out again. We have had two double internal skirmishes which our historians glorify by the name of "rebellion" but which caused only small and equal amounts of blood and ink to flow. Only in the case of the French speaking population of Quebec has there been a continuing sense of defensive alertness and sensitivity to their historical position as an ethnic group. Elsewhere up to 1914 the Canadians felt profoundly secure, flanked by the British navy and the Monroe Doctrine. To win complete latitude of self-government they were content to use constitutional arguments which in the hands of lawyers were effective enough but which left the ordinary people somewhat bored. Since 1914 and particularly since the events of 1940 and 1945 the situation has changed and Canadians are now beginning to realize that they must take upon themselves grave responsibility and make serious decisions.

The sense of crisis is beginning to emerge and if I am not mistaken this will mean that they will begin seriously to take stock of themselves, re-examine and reassess all aspects of their national life including their history. This must inevitably lead to a fresh and more intensive interest in Archive organization.

While the larger hopes lie in the future let me review briefly what has been done in the past. In the Canadian situation we must keep in mind that prior to 1867 there were various areas and colonies subject to the British Crown each of which had its own distinctive history. After 1867 we have the Dominion of Canada and the dependent territory of the Dominion, the Dominion itself is composed of provinces, now nine in number. The six older provinces were former separate colonies, the three newer provinces were carved out of the territory.

The colonial governments were not particularly careful in the preservation of their records — Fire, carelessness and indefinite borrowing were responsible for irreparable losses. Since the focal point of colonial government was in England, some of the most complete and valuable records of the Colonial period are to be found in the Public Records office in London.

The oldest colony now included in Canada is Nova Scotia. Since its occupation by the British was closely associated with the other Atlantic colonies it has sometimes been referred to as the "Fourteenth Colony." The fact that it did not join the other thirteen colonies in revolt against the motherland has been the subject of considerable enquiry — the opinion now generally held is that there were too many "neutral yankees" there! In any case there has always been close social relationship between Nova Scotia and New England. The New Englanders have always been acutely aware of their historic position and incidentally they have acquired through individual effort a great many family documents from Nova Scotia.

Nova Scotia was the first area to set up an archival organization. It may be that the unique position of Halifax as naval base, capital, and trading centre stimulated the sense of tradition. In 1857 the House of Assembly appointed Thomas B. Akins as commissioner to collect and classify documents. His reports were published in the Journals of the Assembly. In addition a valuable volume entitled *Nova Scotia Archives* was published in 1869. When he died his collection was maintained by the curator of the Provincial Museum. Two additional volumes of *Archives* were published in 1900 and 1918 by the Nova Scotia Historical Society. Finally in

1929 a well thought-out Public Archives Act was passed providing for a non-political administration by a Board of Trustees. A proper Archives building was opened in 1931 and the same year a very competent Canadian historian, Professor D. C. Harvey was placed in charge. The First Archives Report was published in 1932. Since then the work has progressed in a most satisfactory manner. The collection includes not only public documents, but also private records, and there is even an historical museum within the Archives Building to which the Archivist extends a kindly tolerance.

The neighbouring province of New Brunswick has not fared as well. At one time it was part of the colony of Nova Scotia. Its separation was due largely to the influx of loyalists fleeing from the wrath of the successful American rebels. Its sense of tradition found institutional expression in the establishment of the New Brunswick Museum of St. John which is the oldest Museum Foundation in Canada, having been opened to the public in 1842. A great deal of archival material found its way there. This however is not an adequate substitute for a proper Public Archives System. The present Legislative Building is not fireproof. New Buildings are now being planned and it is hoped that provision will soon be made for the organization and permanent preservation in fireproof vaults.

The third maritime province is the tiny, complacent Prince Edward Island. It has preserved a considerable quantity of public records in the Provincial Building in Charlottetown but in this garden of green there is no developed sense of speed, urgency or crisis and they have not yet got around to establishing a snug, little Archives office to match their snug, little island.

In Quebec the situation is different. Here the French speaking population has a lively sense of its unique historical tradition. The people never cease to marvel how a conquered dispirited group of 60,000 in 1760 has now come to be a strong self-conscious folk numbering more than three million souls. They feel that the way of life, more Latin than Anglo Saxon, which they have preserved, and the political liberties which they have been granted are in constant danger of attack. Thus they value their records of the past and from them generate a powerful will to survive. The records themselves are abundant both public and private. Among the latter the records of church foundations are particularly valuable.

Soon after Confederation there was appointed a deputy regis-

trar who was responsible for the care of provincial records. In 1920 an Archives Act was passed and an assiduous scholar of provincial history, Pierre Georges Roy, was made Archivist. Since then there has been printed a vast amount of information regarding the Quebec Archives. This has appeared in the *Rapports de l'archiviste*; the *Inventaires*; and the *Bulletins des recherches historiques*.

In the neighbouring province of Ontario there was considerable local historical interest here and there but the government was slow to realize the importance of the systematic care of its historical resources. In 1903 however there was established a Bureau of Archives authorized to acquire records from various departments of government as well as private collections through gifts and purchase. Under the direction of Col. Alex. Fraser there was considerable activity and annual *Reports* began to appear containing documents and historical studies. In 1921 the Bureau was changed into a Department of Archives and in 1928 it became a Department of Public Records and Archives. A very considerable amount of material was assembled and catalogued. In 1934 due to one of those unfortunate political indispositions which sometimes occur more than half the Archives staff was dismissed and the Department has not yet fully recovered from the loss of continuity and technical help.

The Province of British Columbia had its beginnings far removed from the other colonies which entered the Dominion. As a comparatively isolated British outpost in the Pacific ocean it had a strong sense of its own importance and placed great emphasis on its English connection. In 1863 a parliamentary library was established and the librarian was active in the collecting of historical material. In 1908 the office of Archivist was added to Librarian. After 1910 Reports began to be issued. In 1915 a library and office building was opened. A special feature of its collection is the possession of the large number of printed books and pamphlets dealing not only with the Province but with north-west America generally. It is possibly the most complete provincial collection in Canada. In 1914 the publication of a series was begun under its auspices known as *Memoirs*. These are documentary and historical studies.

The prairie and wooded areas between British Columbia and Ontario is the last portion of Canada to be developed. Indeed the northern section is still under territorial government. Manitoba

was the first province to be organized while Saskatchewan and Alberta came into being as late as 1905.

In Manitoba the Legislative Library has become the collecting center for the historical records of the Province. In the Legislative Library Act of 1940 provision was made for the establishment of a division of Public Records and Archives. This division has not yet been fully developed.

A somewhat similar situation exists in Alberta as in Manitoba. There is a good deal of material in the Legislative library but no adequate provision has been made for its care, and in particular no systematic arrangements have been worked out for the transfer and preservation of inactive governmental files.

In Saskatchewan the situation was somewhat unique. The capital of the Province is Regina. The provincial university is in Saskatoon about two hundred miles to the north-west. The chief source of public records is at the seat of government, the chief interest in their permanent preservation and study was at the seat of learning. It was decided therefore in 1945 when a comprehensive Archives Act was passed to set up an Archives Board which would be composed of representatives of the Government and representatives of the University. The Provincial Archivist was to be appointed by the University with the approval of the Archives Board. An office of the Archives was to be established at the University. The first concern of the Archives Board is to ensure the preservation of all important public records. They also hope to add to this private collections. An important feature of the programme is the use of a microfilming camera. Attention is first of all to be paid to the old newspaper files of the province.

So much for the Provinces. The Dominion itself became mildly interested in archives soon after Confederation. In 1872 an Archives branch was established. It is interesting to recall that at first it was placed under the minister of Agriculture. The Archivist then appointed Douglas Brymner, who held the office for thirty years. His successor, Arthur S. Doughty, appointed in 1904 held office for thirty-one years. These two men established the character of the Canadian Archives. In 1906 the Archives building was erected in Ottawa. It contained a division of manuscripts in which there are some 25,000 volumes. A great many of these are transcripts of public and private collections in France and Great Britain. For a considerable time a Canadian representative was established in the Public Records Office in London. The Archives has also a division of maps and charts including some 22,000 items. There

is also a historical library containing some 35,000 books and 10,000 pamphlets. There is an interesting division of Canadian prints and engravings. There is also a bindery and a department for the reproduction of documents.

An important feature of the Archives activity was its publications which are familiar to all students of Canadian history. These contain documents, calendars, catalogues and other guides. It is a reflection of the Canadian atmosphere mildly resistant to Downing street that several volumes were devoted to documents relating to the Constitutional history of Canada.

After 1935 archives interest in Ottawa became centered in the departmental records of the Federal government. The disposal of non-active files was becoming a matter of considerable concern. In June 1936 authority was given by the Treasury Board for the automatic destruction of certain scheduled classes of records which had been retained for a definite time. Certain departments did not submit schedules for this purpose and proceeded with destruction under some general regulation or sought authority intermittently from the Governor-General-in-Council. The Great War tremendously increased the pressure on the space required by the Government in Ottawa as well as adding a huge bulk of war records. Thus the question of procedure for destruction, the problem of permanent preservation of important files, and the matter of recording the war effort all became more acute and urgent. In June 1944, an informal advisory committee was set up at the request of the Prime Minister. Finally on September 20, 1945 a standing Committee on Public Records was established by Order in Council. This committee meets at intervals of about two months. It is composed of nine members representing various departments of the government to which is added two professional historians recommended by the Canadian Historical Association. It has concerned itself with the question of procedures for disposal of records, procedures for microfilming, co-ordination of the preparation of narratives of war activities, and the problem of the eventual integration of the Public Archives, which already exists, with a Public Records system which will ensure the continuous and orderly transfer of all important non-current departmental files into the custody of a technically trained staff who will ensure their preservation and availability for historical research. The Committee has considered some situations which required immediate attention. In a series of circulars issued to Departments it has attempted to clarify procedures. It has investigated the possibilities of microfilming. In this as in other mat-

ters, it has received valuable help and advice from Dr. Buck and other officials in Washington. The problem of integration still remains a difficult one. The need for more building space is part of this problem and because construction facilities are in such urgent demand elsewhere it seems unlikely that the emergent situation will be overcome for a few years at least.

To sum up this over-all and necessarily sketchy picture of archives development in Canada I may say that there is an increasing awareness of the importance of archives. Prof. George Brown in particular, through the Canadian Historical Association and the *Canadian Historical Review* has done much to stimulate interest. The contemporary development in the United States has been of very great value to us. There is still considerable arrears to be made up and a vast amount of current work to be done. We need more building space. We need more technically trained help. We need more emphasis on the documentary and public records aspect of archives work.

If archives reflect the spirit of a people the future development will depend on how far Canadians are aware of the value of their natural resources in records as well as in gold. A proper respect for the past is a sure foundation for confidence in the future. But this, I am told, is a scientific age. Lord Bacon is sometimes credited with having placed science on a practical and progressive level so I will conclude with one of his pronouncements, "Antiquity deserveth that reverence, that men should make a stand thereupon, and discover what is the best way; but when the discovery is well taken then to make progression."

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives

The National Archives. *Eighth Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library, Hyde Park, N. Y., for the Year Ending June 30, 1947.* (Washington, United States Government Printing Office, 1948. Pp. iii, 19. Appendices.)

This report by Solon J. Buck describes the progress made and the difficulties encountered by a small staff in its efforts to obtain, process, and make available masses of manuscript and other material largely related to the life and times of Franklin Delano Roosevelt, and also, to expand and manage a museum which has become a national shrine.

Legal procedures hindered the Library from accessioning some forty tons of the late President's papers until after the end of the year 1946-1947; but, excepting these tons, the Library did receive all of the outstanding material Mr. Roosevelt had expected it to preserve. Affecting the bulk of personal papers from the White House, this delay retarded the analysis and evaluation of smaller sets of papers in terms of the major collection, and also prevented the purchase or acquisition of pertinent supplementary material.

In addition to manuscript, photographic, printed, and museum material released or donated by the executors of the Roosevelt estate, Mrs. Roosevelt, Mrs. Robinson, the State Department, and other interested persons and groups, the Library received an additional set of papers from Miss Mary W. Dewson, formerly a director of the Women's Division of the Democratic National Committee. Should former associates of the late President continue to donate similar sets of papers and should the Franklin D. Roosevelt Foundation carry out its plan of encouraging such donations as well as the recording of reminiscences by close friends, the value of the combined collections to research workers and scholars would be inestimable.

While much of the material, manuscript or otherwise, held or accepted by the Library relates to the period and person of the late President, there are other and distinct categories of value to scholars working in other periods and fields. A considerable amount of this material came from Mr. Roosevelt's personal collections. The manuscript and printed matter dealing with naval history challenges the attention of the research worker in that field. Combined with the Livingston family papers, the Roosevelt family papers and other sets of papers already accessioned, the materials received during 1946-1947 relative to the history of Dutchess County and its vicinity form one of the major collections for the scholars of New York's colonial period.

Those who have had the experience of working with a recently organized and rapidly expanding collection of documents know the difficulties facing a

small staff which has to arrange and describe documents and at the same time make them available to searchers through the means of inadequate finding guides. In this case, the arrears in processing and cataloging certainly need no apology. The staff of ten, including only five professional workers, received and stored bulky accessions, processed 273 cubic feet of papers and 1,250 naval manuscripts, stored and cataloged photographs and museum pieces, arranged museum exhibits, prepared a museum guide for publication, made documents available in the search room or by mail and handled some half million visitors of the museum. Fortunately, this year, the staff did not have to pinch-hit for ticket sellers as well. Among manuscripts made available for research were "Mr. Roosevelt's papers as Assistant Secretary of the Navy, 1913-20, and his correspondence for the same period dealing with Federal patronage in New York State; the papers of Louis McHenry Howe as secretary to Mr. Roosevelt during his service as Assistant Secretary of the Navy; and White House files, chiefly for the period 1933-39, relating to Huey P. Long, education, the sugar-tariff question, labor legislation, and strikes."

The plan to utilize a special fund for the preparation and publication of inventories and guides to the Library's holdings presents a partial solution to the current problems of the Library and also comes as good news to research workers and scholars. A guide to the holdings of the Franklin D. Roosevelt Library will be public evidence of the success of a great and unique experiment.

EDITH M. FOX

Collection of Regional History, Cornell University

Records Program of the Tennessee Valley Authority prepared by the Office Methods Staff. (Knoxville, Tennessee. Revised, March 1947. Pp. 91. Mimeographed.)

The Tennessee Valley Authority has long recognized the management of records as a major administrative function and its importance in its relationship to the whole field of administrative practices and procedures. The product of approximately fourteen years of research, development and pioneering in the management of records, concisely and modestly described in this publication, represents one of the more substantial contributions to the growth and present stature of the field of records administration.

This statement of current program policy and procedure is enriched by the interjection of explanations of the development of various policies and procedures. Several appendices to this statement are devoted to detailed description of experiences which lead to the adoption of various concepts, policies and techniques involved in specific major phases of the program. The problems encountered in the development of the Tennessee Valley Authority Program are typical of those encountered in many large public and private organizations. Although the solutions employed may not provide the answer to all similar problems, the experience recorded in this publication will be of inestimable value to archivists, records administrators and administrative officers alike.

One of the more significant features of the program is the establishment of

a system of decentralized files with responsibility for their custody, administration and operation incumbent upon each department and responsibility for the establishment of standards of operation, their installation and compliance therewith, vested in a staff administrative management department. In this connection, this publication makes reference to a "Manual of Files Operation Standards," of approximately 250 pages, published in loose-leaf form, which is an excellent handbook on the technique of maintaining current records, replete with illustrations and explanations of the harrowing details of filing.

The key to the successful operation and effectiveness of the established system and others of the same pattern is unquestionably the means through which adherence to uniform standards and procedures are obtained. The medium adopted by the Tennessee Valley Authority is identified as "The Files Audit Program." This program is described in detail in a preliminary edition of a "Files Audit Handbook" which is referred to in this publication and which contains, in extensive detail, the policy, methods and procedures employed in obtaining adherence to established records maintenance standards including the scheduling of records for retirement or ultimate disposal.

This publication and the manual and handbook that supplements it are unquestionably a major contribution to the too limited sources of recorded experience in the field of records administration.

WILLIAM MULLER

Department of the Air Force

Central African Archives in Retrospect and Prospect. A Report by the Chief Archivist for the Twelve Years Ending 31 August 1947. (Salisbury, Southern Rhodesia, Central African Archives, 1947. Pp. vii, 118. Illustrations, appendix.)

Public archives development in British South Africa began in 1935 when the legislature of the self-governing colony of Southern Rhodesia passed its first archives act. In 1946 the governments of the colony of Northern Rhodesia and the protectorate of Nyasaland made the archives at Salisbury (the Southern Rhodesian capital) the custodian of their non-current records, and the Royal Commission for Central African Archives, representing the three governments, was established to supervise archives administration.

The Central African Archives has not issued annual reports and the publication under review is designed to inform government officials, archivists, and the general public of the progress and plans of the institution. It is a fascinating account of the creation, under wise leadership, of a record consciousness in government circles and among the general public, bearing fruit in the passage of unusually comprehensive public archives legislation and in noteworthy achievements by the archives staff during the twelve short years that this institution has been in existence.

The report begins with a concise but stimulating pronouncement on the nature and function of archives followed by a narrative of the struggles leading to the founding of the archives office. Then follows the all too familiar

account of the vicissitudes of housing the infant institution, but in this case there is a happy ending — to be found in the description of the archives building soon to be erected, embodying the latest features of archives architecture and equipment.

Perhaps the most significant feature of the report is the account of the comprehensive program of scheduling and controlled destruction of non-current records which has been instituted under archives supervision. The legislation and official regulations (printed at the end of the report) indicate that these Central African Governments understand the true role of an archives institution in the structure of public administration; in this they are far ahead of many state and provincial governments on the North American continent.

In a region where state libraries and museums are non-existent (the three countries concerned have a total European population of only slightly over 100,000), the Central African Archives very properly maintains a private documents collection, a library, and a museum. The report reveals that a magnificent collection of Rhodesiana has been assembled, including priceless papers of pioneer missionaries and explorers, complete files of local newspapers, maps, and pictures. It details the expert care given to these collections and describes the first ventures in the publishing of source material, beginning with the fine *Oppenheimer Series*. However, it is obvious that these subsidiary interests have not been permitted to divert the institution from its main responsibility, *viz.*, the supervision of government archives, thus providing an example for some "public" archives institutions on this continent.

The polished style, interesting material, and excellent typography and illustrations of the report reveal a keen appreciation of the value of attractive publications in promoting good public relations.

LEWIS H. THOMAS

Archives of Saskatchewan

Zentralblatt für Bibliothekswesen. Jhrg. 61, Heft 3/4 (1947), pp. 103-204.

This second double number has followed rapidly upon the first, and, I am told, the materials for the next number are already in press. From this it is obvious that the editors waited to revive the periodical until such time as they were assured of a strong start, a fact which will be appreciated by readers and bibliographers alike. It is likewise interesting to note the appearance of contributors from the British and American Zones, the inclusion of News Notes from these same Zones, and the presence of personalia from all parts of Germany and the western world. This last widespread coverage is paralleled in the classified bibliography which fills the last eleven pages of the number. The reestablishment of international contacts is obvious.

The major articles are diverse. There is a necrology of Gustav Wahl, former director of the State-University Library in Hamburg by Tiemann; the continuation of Christ's posthumous articles on medieval libraries; and a report on the exhibition of books of the Soviet Union which was held in the former

State Library in Berlin as part of the celebration of the thirtieth anniversary of the Red Revolution. The reviewer, who was present at the formal opening of the exhibition, finds the report factual and interesting. The show itself was well arranged, the graphic statistics inobtrusive. Two articles deal with technical matters. Walter Bauhuis of Stuttgart compares the solutions to post-war catalog problems evolved by four important libraries: the former Prussian State Library in Berlin, the University Library in Göttingen, the State-University Library in Hamburg, and the Wuerttemberg State Library in Stuttgart. "As we must stand judgment before future generations for the losses incurred by the library treasures intrusted to us, so we must also be judged for the foundation which we lay for the new development." Wilhelm Redepenning of Berlin discusses problems of microcopying and the reading of such copy. He points out the importance of microfilm as a means of replacing whole sections of war destroyed collections, mentions the usual technical problems to be considered (e.g., optical, physical, and mechanical), and the less usual legal problem of copyright if and when many libraries replace entire collections by microfilm, but devotes most of his space to a clear analysis of two basic matters: method of filming and method of reading. On the basis of convenience in titling, pagination, storage and reader usage he decides in favor of multi-frame exposures on a single flat film (approx. 4 x 5 inches), and he insists on a reader capable of receiving both roll and flat film and which "must be small, handy, easy to use, and, above all cheap." He mentions in passing such a reader developed by Dr. Josef Goebel. The reviewer, who had Dr. Goebel demonstrate his invention in the reviewer's office about a year and a half ago, can support fully its claim to meet all the criteria just cited. The apparatus weighs only a few pounds, measures approximately 6 x 6 x 15 inches packed, and when opened for use, extends upward about fifteen inches. The demonstration was made in a room flooded with daylight and enabled the reviewer to sit at his desk and read with the ease of reading a book. The advantage of this to anyone transcribing documents can hardly be exaggerated. The article as a whole will repay reading by specialists. Eugene Paunel, in charge of the training course for the intermediate library service at the former Prussian State Library, and Carl Mones, Referent for Library Science in the Soviet Zone, report, respectively, on the course mentioned and on the training regulations and examinations required for the higher service in the scholarly libraries in the Soviet Zone. For archivists perhaps the most interesting facts will be the dates of inception of these courses, namely October 1945 and April 1947, and the two appendices to the second article which reproduce the regulations (requirements, training, and examination) for both the intermediate and the higher service. (This last I described in my review of Heft 1/2.)

The book review section is devoted to two books well deserving of the space given them. Wolf Haenisch, Deputy Director of the former Prussian State Library, favorably reviews Georg Leyh's, *Die Deutschen Wissenschaftlichen Bibliotheken nach dem Krieg* (also reviewed in the *AMERICAN ARCHIVIST* for July 1948), and Joris Vorstius reviews *Probleme des Wiederaufbaus im*

Wissenschaftlichen Bibliothekswesen (Hamburg, Hansischer Gildenlag 1947, Pp. 156), which is edited by Hermann Tiemann. The volume prints in full only those papers whose theme is not affected by time; e.g., cataloging, exchange, lending and library training.

LESTER K. BORN

Office of Military Government for Germany, Karlsruhe

Zentralblatt für Bibliothekswesen. Jhrg. 61, Heft 5/6 (1947), Pp. 205-304; i-xi.

This final double number for the year 1947 reached the reviewer only a month after Heft 3/4 which arrived in April. It contains, as an appendix, the classified index of the volume.

In addition to the usual News Notes, personalia, bibliography, and reviews, this number contains three small items on auction prices of books in Munich, Berlin, and Cologne during the second half of the past year. Since archivists must enter the book market for older standard reference works it will be discouraging to them to know that the *average* increase over prewar prices is eight or ten times, that bidding usually exceeds the asking price. Some examples will illustrate better than anything else: Propyläen-Kunstgeschichte (broken set, 17 volumes out of 25) sold for 26,000 RM as against ca. 850 RM new. A complete set would bring 120,000 RM! Brunet, *Manuel du Libraire* . . . , fifth edition, 6 volumes, sold for 8000 RM as against 38 RM in 1937, which was 200 times the prewar price. To these prices must be added the 15% commission of the dealer.

The main part of the number consists of a necrology of Johannes Wolf, late head of the Music Division of the former Prussian State Library, the final instalment of Christ's article on medieval libraries, a detailed report on the rehabilitation of the University Library at Münster i. W. (also reported at some length in Leyh's book), the remarks of the several persons (Director Uhrendahl, the Russian Library Officer, etc.) at the reopening of the Deutsche Bücherei in Leipzig, Vorstius' discussion of theory and practice in the *Real-katalog*, and two articles on personal papers which will be of more particular interest to archivists. Oswald Dammann of Heidelberg discusses the papers of the philosopher Kuno Fischer (1824-1907) which were acquired by the University of Heidelberg in 1943. Axel von Harnack of Tübingen in his article "Handschriftliche Nachlässe von Politikern und Gelehrten: Bedeutung, Verzeichnung, Verwertung," points out that the standard handbooks on library practice do not help with the arrangement of papers. He argues some of the typical problems of evaluation, arrangement, availability, date *ante quem non* and the like, and decides that personal papers should be examined not more than five years after the decease of the creator. He also believes that papers of political figures belong in archives; of scholars, in libraries. Whether or not one will agree with these views, probably one will disagree with his statement that letters received by the deceased should be separated from those dispatched and should be arranged independently by writer "because most in-

quiries will be for writings of so-and-so"; but one probably will agree with his statement that all correspondence on a particular work of the deceased should not be held as a unit even though that is the way the deceased had it for ready reference.

After reading this last number for the year 1947 one can only conclude that the *Zentralblatt* has made an excellent postwar revival. Its coverage is extensive, its materials diverse and its departments appropriate to postwar conditions.

LESTER K. BORN

Office of Military Government for Germany, Karlsruhe

Second Report of the Saskatchewan Archives for the Period June 1, 1946 to May 31, 1947. (Regina. The Bureau of Publications, 1948. Pp. 92. Illustrations.)

The writing of the annual report poses problems which archivists solve in different ways. Some are content to look no farther than the authority which compels them to produce the report and confine themselves to a bare recital of essential facts and statistics, often unilluminating and always uninspiring.

The Provincial Archivist of Saskatchewan shows in both his reports that he is of a different mind. He is concerned that government and public shall understand the nature and value of archives: in the first report he discussed first principles, in the second he illustrates the matter copiously. As a result his reports have a value beyond the circle to which they are immediately addressed, not least to archivists all over the world. One wishes that all archivists would follow similar practices.

The report proper, that is the review of activities, occupies four pages and contains an interesting account of cooperation with educational bodies in the field of local history. Pages 79 to the end contain the usual accession lists and the text of the Archives Act as amended in 1947. The remainder, and by far the greater part, is occupied by the *History of the Legislative Library* and *Selected Records of the Department of the Attorney General of the North-West Territories*, covering the period from 1877 to 1895.

Both these chapters are conceived as illustrative of the use of archival material. The *History* has the added justification that the Legislative Library is itself one of the archival depositories of Saskatchewan. But neither the official report nor the *History* makes it clear what precisely are the relations between the Library and the Archives. Comparing pages 81 and 83 of the present report and page 24 of the previous one we find the records of the Department of highways apparently divided between the two; there must be a reason for this, and one hopes that in his next report the Provincial Archivist will clarify the matter.

The documents published are highly interesting and, so far as an outsider can judge, well selected. But their publication raises three questions: whether the annual report is the place for the publication of archival material, whether it is advisable to publish selections, and finally whether selection, if this is to

be done, should be done by the Archives themselves. Perhaps it is more prudent for an archival institution to dissociate itself from the expression of any historical opinion. The Provincial Archivist gives his reasons, admirably set out, on pages 34 and 35: it is for other archivists to decide personally how far they agree.

W. V. HILLER

Central African Archives

Bibliothèque de l'Ecole des Chartes, CI, CII, CIII, CIV, CV, CVI (1); CVI (2). Paris. Didier, 1940-1947.

As one glances through the seven volumes, one is first struck with the losses which the profession has suffered. Many of us will miss familiar faces when our relations with France are renewed, and all of us will recognize familiar names among the obituary notices. Some are those of young scholars, such as the brilliant Jean-Berthold Mahn, who had been selected as literary executor by two of the greatest living medievalists, Ferdinand Lot and Louis Halphen. Mahn had survived the debacle of 1939-1940, had eventually made his way to North Africa, and had died in Italy in the performance of a dangerous mission for which he had volunteered. Each volume contains lists of *Chartists* who died in action, and of others, especially young women graduates, killed during the bombings, two women having been killed at Orléans alone in 1940, when the archives were destroyed.

As one examines the necrologies for names which have been famous for years, one almost wonders whether the *Ecole des Chartes* had not provided, along with its diploma of *Archiviste-paléographe*, a recipe for longevity. A surprising number could remember 'Soixante-dix.' Gabriel Hanotaux, of the class of 1880, historian and diplomat, died in 1944 at the age of ninety-two. The familiar figure of Henri Omont of the *Manuscripts* and Charles de la Roncière of the *Imprimés* will be missed at the Bibliothèque Nationale. They died in 1941, Omont being eighty-four and de la Roncière seventy-one. Others well known to foreign scholars frequenting the *Nationale*, were Charles DuBuse of the section of maps and charts, who died in an accident during the *Exodus* from Paris in 1940; Emile van Moë, of the *Manuscripts*, who died in 1944; Adolphe Dieudonné of the Cabinet des Médailles, who died in 1945 at the age of seventy-seven. The *Arsenal* has lost Paul Deslandres and the Archives of the *Comédie Française*, Jean Mondain-Monvel. In the provincial archives a great many archivists have retired, mostly those of very long service. Many were replaced by young *Chartists* at the time unable to assume their duties — they were prisoners in Germany. Their work was generously done by retired scholars and by persons not ordinarily considered qualified. Of the staff of the *Archives Nationales*, probably the best known names in the necrologies are those of Pierre de Vaissière, (1867-1943), Yvonne Bézard, (1893-1941), and two of the most famous, Henri Stein (1862-1941) and Jules Viard (1862-1940), both of whom had retired in the 1920's. Pierre Caron has retired as Director of the Archives of France, and Charles Schmidt

as Inspecteur des Archives et Bibliothèques. They have been replaced by Charles Samaran of the Ecole des Chartes and Marcel Bouteron of the Bibliothèque de l'Institut.

In view of complaints that the war interfered with scholarly work in this country, it is surprising to find so much done under conditions of war, occupation, and liberation. The necrologies contain names of promising young scholars who died in action without publishing and the bibliographies list works which appeared posthumously. Stories had reached us of scholars who had burned their furniture to keep from freezing during illness; of those who had worked in bed and thought not twice but many times before emerging to get a necessary book from their shelves; of those more fortunate who managed to stay at their desks by protecting their feet in boxes of straw; and finally of the octogenarian *Chartiste*, completely broken, who complained to a younger colleague, 'J'ai trop froid pour travailler.' The first World War had its Pirenne, who during captivity in Germany, wrote an excellent history of his own country, entirely without books. This war had its Halphen, who in a German concentration camp in his own France, 'without books and almost without notes' produced his *Introduction à l'Histoire*.¹

Space prevents listing many new books reviewed and articles published. The books include new volumes by famous scholars, such as Ferdinand Lot, Georges Espinas Henri Chamard, Marc Bloch, Robert Fawtier, van Moë, Samaran, Petit-Dutaillies, Kleinklausz, Déléase, Viard, and Pierre Champion — his last since he died in 1933. There is a new and much needed catalog of the Latin MSS of the *Bibliothèque Nationale*.² There are inventories of new acquisitions of Latin and French MSS of the *Bibliothèque Nationale* for the years 1936-1940,³ and 1941-1945,⁴ and of the *Archives Nationales* 1928-1941.⁵ There is a review of a very valuable catalog of the periodicals in the libraries of Paris and university libraries of France.⁶ Of the non-bibliographical articles, editions of texts, and monographs, a very large number come in the fields of regional and local history, and ecclesiastical history. These fields seem to have profited by the limitations which the war had placed on work in many other fields.

The future is promising. Many young men have been able to continue their studies because of the fact that they were not called for military service after the Fall of France in 1940. One French scholar told the writer that in the dark days of the present, those were indeed fortunate who could find joy in the study of the past. A young *Chartiste* of the class of 1946, talking of the

¹ Louis Halphen, *Introduction à l'Histoire*, Paris (Presses universitaires) 1946; 2nd ed., Paris (Hachette), 1946. Review, BEC, CVI (2), 324-325.

² Bibliothèque Nationale, *Catalogue Général des Manuscrits Latins*, Publie sous la Direction de Ph. Lauer, 2 vols., Paris, 1939-1940. Review, BEC, CII, 254-267.

³ BEC, CII, 156-210.

⁴ BEC, CVI, 225-281.

⁵ BEC, CIII, 151-195.

⁶ *Catalogue Collectif des Bibliothèques de Paris et des Bibliothèques Universitaires de France. Publications Périodiques*. S. 1 n.d. (Paris, 1941). Review, BEC, CIII, 287-289.

liberation of France, said that there had been an important examination at the Ecole des Chartres one day, and that it was not until they came out of the building and walked over to the Boulevard Saint-Michel, that they heard the news of the liberation of Paris. It reminded the writer of a great *Chartiste* of another day, Ernest Coyecque, who used to announce *ex cathedra* from time to time, 'L'Ecole des Chartes est audessus de toute concurrence.'

DOROTHY MACKAY QUINN

Goucher College

Annual Report of the Public Archives Commission State of Delaware by the State Archivist for the Fiscal Year July 1, 1946 to June 30, 1947. (Dover. Hall of Records, 1947. Pp. 66.)

Mr. Leon deValinger, Jr., State Archivist of Delaware, has prepared an informative account which is full yet remarkably to the point. Using his letter of transmittal as a general opening statement he enters immediately thereafter into a discussion of the various phases and functions of archives business, which he has seen fit to subdivide into the following headings: Staff, Classification of Records, Repairing and Mounting, Photographic Reproduction, Testing of Papers and Writing Materials, Legislation, State Museum, Vital Statistics, State Building Plans, Transfer and Disposal of Records, Historic Markers, War History, Sound Recordings, Public Relations, Accessions, and Financial Statement. Aside from its arrangement in what seems to this reviewer a somewhat illogical order, this array of short sections achieves clarity and force mainly because of its author's strict adherence to directness and brevity.

The usual lists of transfers and disposals are included. Of special interest is the portion devoted to sound recordings with its accompanying list of this unique material, a bibliography which, from year to year, must inevitably develop into an invaluable aid to future students of local history. The full report on accessions, however, is the real bibliographical contribution of the brochure. Here gifts, loans, and purchases are listed item by item in seven divisions: manuscripts, books, pamphlets and periodicals, typescripts, photocopies, maps and prints, and motion picture films.

The work is concluded with two appendices comprising an approved list of papers and inks and extracts from the laws of Delaware relating to public records. In the light of recent national advertising, a note to the effect that the ball point pens are not approved for permanent record use is interesting.

The booklet is attractively printed and is enhanced by two half-tone cuts. Mr. DeValinger is to be congratulated on a year's work and his effective interpretation of it to the public.

DOROTHY KING

Smith College Library

The Oxfordshire County Record Office and its Records. Record Publication No. 1, by the Oxfordshire County Records Joint Committee. (Oxford. Clerk of the Oxfordshire County Records Joint Committee, 1948. Pp. 15. 1 shilling.)

The brief introduction by the Earl of Macclesfield, chairman of the Oxfordshire County Records Joint Committee, indicates that the present piece, which is intended to introduce a series of pamphlets describing and listing the records to be found in the County Record Office, is a reprint, "with additions and modifications, of an article, prepared by the Archivist, Mr. H. M. Walton, which originally appeared in 1938 in Vol. III of *Oxoniensa*. . . ." Three pages are devoted to the Oxfordshire County Record Office and its records, proper attention being paid to the record-originating bodies of "County records," precisely defined. The records of Oxfordshire Quarter Sessions date from 1687. A list of the more important records under thirty-nine headings is provided, e.g., Commissions of the Peace, Minutes of Quarter Sessions and its Committees, Rolls of Quarter Sessions, and the like. The records of the County Council, dating from 1889, are multifarious in scope. Thirteen groups of "Unofficial Records," now in the care of the Joint Committee, are enumerated in a third section of the work. A set of the twelve "Regulations for the Use of County Muniments by Students and Searchers" is appended. This useful work promises well for succeeding numbers in the series.

FULMER MOOD

University of California, Berkeley.

News Notes

MARY C. LETHBRIDGE, Editor

The National Archives

INTERNATIONAL COUNCIL ON ARCHIVES

An international council on archives, to link up archivists in all countries and to advance the science of documentation, has been established in Paris under the sponsorship of the United Nations Educational, Scientific and Cultural Organization. A full account of the conference of archivists and the adoption of a constitution and election of officers, written by the Secretary General, Mr. Herbert O. Brayer, will be found on pages of this issue of *THE AMERICAN ARCHIVIST*.

THE NATIONAL ARCHIVES

The then Archivist of the United States, Solon J. Buck, returned the middle of April from an extended visit in the Caribbean area under the sponsorship of the Interdepartmental Committee on Scientific and Cultural Cooperation. Dr. Buck delivered addresses on the National Archives and American archival developments in Cuba, Haiti, and the Dominican Republic and conferred with archivists, historians, and librarians in each of those countries on increased exchange of information and other means of cultural cooperation.

In connection with Dr. Buck's visit, reports on materials in the National Archives relating to Cuba and to the Dominican Republic were prepared. The report on Cuba, by Seymour Pomrenze, has been published as *Reference Information Circular*, No. 34. Other recent publications of the National Archives include *Regulations for the use of records in the custody of the Archivist of the United States* and a catalog of an exhibit entitled *The sesquicentennial of the Department of the Navy, 1798-1948*, by Elizabeth E. Hamer. Lists of yearly accessions of records are no longer to be included in the *Annual reports* on the National Archives. Instead the quarterly lists of *National Archives accessions* will serve as supplements to the *Annual reports*. Copies of all these publications may be obtained upon request.

Effective July 1, 1948, responsibility for the publication of the *United States Government Manual* was transferred to the Division of the Federal Register of the National Archives. The *Manual*, formerly issued by the Office of Government Reports, abolished as of June 30, 1948, contains information about agencies in all three branches of the Federal Government. Since the Administrative Procedure Act of 1946 required that certain data in regard to the organization of agencies in the executive branch be published in the *Federal Register*, there was considerable duplication between the two publications. This duplication will be eliminated in the 1949 edition of the *Manual*,

which will be issued as a supplemental edition of the *Federal Register*. The 1948 edition of the *Manual*, which will be off the press in September, will be similar to previous editions in organization and content. It will be for sale by the Superintendent of Documents, Government Printing Office. Recent publications of the National Archives that may be obtained from the National Archives Exhibits and Information Officer include *Materials in the National Archives Relating to the Dominican Republic* (Reference Information Circular No. 35), by Seymour Pomrenze, and the *Preliminary Inventory of the Records of the Bureau of Medicine and Surgery*, by Kenneth F. Bartlett.

The National Archives has received a grant of \$20,000 from the Rockefeller Foundation for use in furthering the agency's file microcopy program and other reproduction work in the service of scholars. This grant will enable the National Archives not only to reproduce greater quantities of research materials but also to fill orders for positive prints of file microcopies more promptly than has been possible in the past. More than 2,000 rolls of file microcopies have been produced since the program was inaugurated. Among those completed recently are microcopies of some 325 volumes of diplomatic and consular records pertaining to relations between the United States and China up to 1906; 92 volumes of letters from Navy captains received by the Secretary of the Navy, 1807-25; and records of the Office of the Secretary of the Interior relating to the Fort Kearney, South Pass, and Honey Lake Wagon Road, 1857-64 (8 rolls).

Several personnel changes took place during the last few months. Fred W. Shipman, Director of the Franklin D. Roosevelt Library at Hyde Park, transferred to the National Security Resources Board where he will be Assistant Staff Director in Research. Philip C. Brooks also joined the staff of the same Board. Another resignation was that of Westel Willoughby, formerly chief of the Division of Treasury Department Archives and later head of the Fiscal Section in the General Records Office. Arthur H. Leavitt returned to the National Archives on April 5 from the United Nations Relief and Rehabilitation Administration, where he had organized the archival program. He assumed his former position of Assistant Director of the Industrial Records Division. Collas G. Harris, who has been on military duty since October 1942, returned as Director of Administrative Services on April 16.

Recent records, particularly those of discontinued World War II agencies, continue to predominate among current accessions of the National Archives. Included are additional records of the Office of Price Administration and the Foreign Economic Administration; records of the Washington office of the Petroleum Administration for War, 1941-46; records of the Office of War Mobilization and Reconversion, consisting of the central files of the Office of War Mobilization, 1943-44, and the central files and other records of the OWMR, 1943-47; files of the Price Decontrol Board, August 1946-June 1947; and records of the Solid Fuels Administration for War, consisting of files of the Coal Mines Administration, 1946-47, relating to activities following the so-called fourth seizure of the bituminous coal mines on May 21, 1946.

FRANKLIN D. ROOSEVELT LIBRARY

Raymond H. Corry, formerly curator of the Adams Mansion National Historic Site in Quincy, Massachusetts, was appointed museum historian of the Franklin D. Roosevelt Library, Hyde Park, New York, on February 9. Recent acquisitions of the Library include sections of Mrs. Franklin D. Roosevelt's correspondence for the year 1947, consisting mostly of letters from the public eulogizing the late President. Mrs. Roosevelt has also given to the Library a half-life-size bronze replica of the statue of her husband by the British sculptor Sir William Reid Dick, which she recently unveiled in Grosvenor Square, London.

In addition to materials in the Library previously announced as available for inspection, Mr. Roosevelt's papers relating to his campaign for nomination as United States senatorial candidate in the New York State Democratic Party primary in 1914 and his papers as Governor of New York, 1929-1932, are now open. Also recently made available are a number of items from Mr. Roosevelt's collection of Dutchess County and Hudson Valley historical materials. They include the following: New Paltz Town records, 1677-1913; papers of the Deyo and Freer families of New Paltz (mostly relating to land transfers), c. 1677-1913 (on microfilm); records of the Dutchess County Board of Supervisors, 1718-99 (on microfilm); papers of George Crawford and others, Hudson and vicinity, 1742-1885 (on microfilm); a receipt book of John Taylor, merchant (New York City?), 1764-1777; a letter book of Jacob and William Walton, New York City merchants, 1766-1777; Quackenbush family papers, mostly relating to land transfers, 1768-1935, but also including papers of Nicholas Quackenbush relating to his service in the Revolutionary War; a receipt book of Nicholas Lansing, Albany merchant, 1770-1834; correspondence and other papers of Peter Van Gaasbeek, Kingston merchant, 1773-97; a medical notebook of Dr. Nicholas Skierstadt, Kingston, 1774-1805; a minute book of the Council of Appointment of New York State concerning military commissions in Dutchess County 1778-79; minutes of Women's Preparative Meetings of the Society of Friends, Little Nine Partners Patent (Dutchess County), 1800-1826; a volume containing a record of freeborn slaves of the Town of Coxsackie, Greene County, 1800-1827; papers of Gilbert T. Pearsall, Salt Point, 1846-56 (on microfilm); and a diary of Mrs. Caleb Morgan of Poughkeepsie, 1849-1862. Requests for information concerning the content and extent of these materials should be addressed to the library.

LIBRARY OF CONGRESS

A large and interesting collection of manuscripts which was the subject of a feature article in the Washington *Evening Star* for May 25 has been received as a gift from Mrs. Paul Wayland Bartlett of Washington. The papers in the donation were salvaged from a fire that occurred shortly before New Year's Day. Although they had been damaged by fire and smoke, and exposed to rain for several days, members of the Manuscripts Division realized

that the papers could be saved. The mass of debris was carefully examined for more than a week and every scrap of any likely value was saved. This collection, which is estimated to contain over 10,000 manuscript items, covers a wide range of years, and consists of four major groups. The earliest papers, dating from the early years of the 18th century, relate to Samuel Galloway, of "Tulip Hill," near Annapolis, Maryland, and to other members of this prominent family. The second and probably the largest group related to Virgil Maxcy, Solicitor of the Treasury under Andrew Jackson, close friend and biographer of John C. Calhoun, and Chargé d'Affaires at Brussels. Another group contains papers of Professor Samuel Franklin Emmons, noted geologist and mining engineer of the last century. For his significant work in the Rocky Mountains, he was widely known both in this country and abroad. The collection also contains papers of the late Paul Wayland Bartlett, the celebrated sculptor, who is best known to Americans for his south pediment of the Capitol at Washington, his statue of Blackstone in the Royal Law Courts at London, and, chiefly, for his magnificent equestrian statue of Lafayette in Paris, gift of American school children to the people of France. The collection supplements a substantial group of Galloway-Maxcy-Markoe papers which the Library acquired by purchase in 1906. Apparently the main body of papers originally preserved at "Tulip Hill" was divided about a century ago and now, by a strange fate, they can again be assembled as a single group here at the Library.

Among other recent accessions to the Division of Manuscripts the following may be noted: eleven manuscripts relating to the Dismal Swamp Company, five of which are copies in George Washington's autograph, 1763 to 1785; three volumes of correspondence, mainly family letters, of William Lee and his wife, Susan Palfrey Lee, March 19, 1786 to March 30, 1840; eighteen boxes of papers of John R. Latimer, including personal correspondence and business papers relating to his commercial transactions between the United States and Canton and between Canton and India, 1817 to 1834; four boxes of papers of Major General Henry W. Lawton, 1861 to 1899, including commissions and other military papers and correspondence relating to the campaign against the Apaches and the surrender of Geronimo and Natchez, 1886; eleven boxes (the first shipment) of the papers of William G. McAdoo, ca. 1923 to 1941; papers of the National Policy Association, ca. 1935 to 1947; and the autograph manuscript of the *Life of Christopher Columbus* by Salvador de Madariaga, published in London, 1939.

AMERICAN DOCUMENTATION INSTITUTE

At the annual meeting of the American Documentation Institute in February, the trustees were authorized to create, as part of the expanding domestic program of the Institute, committees in the fields of (1) classification, (2) bibliography and abstracting, and (3) scientific and technological aids to documentation. The Board of Trustees, meeting in May, voted to establish an American journal of documentation, provided suitable financial support

could be found for its publication. Regulations were also adopted at the trustees' meeting governing selection of member agencies and their financial responsibility to the Institute.

In the international field the Institute, of which Dr. Vernon D. Tate is now President, acts as the American chapter of the International Federation for Documentation, a UNESCO supported organization.

ARMY HISTORICAL CONVENTION

A meeting of military historians held in the Historical Division, Department of the Army, February 3 to 6, 1948, brought together for the first time representatives of the armed services history sections of the United States, Great Britain, Canada, Australia, New Zealand, and South Africa. Summaries of the organization and background of the army programs, the planning and preparation of histories, and progress reports were included in the four days' activities, a highlight of which was a tour of the Army's historical archives.

NATIONAL RECORDS MANAGEMENT COUNCIL

The establishment of the National Records Management Council, a non-profit, educational and service institution, has been announced by its headquarters at 100 Washington Square East, New York 3. The Council serves for the benefit of scholarship and of public and private management in the inter-related fields of (1) the history of management and the agencies of management, (2) archival science, and (3) records management. In these three fields, the Council will sponsor a program of education, provide experienced counsel and expert assistance, and promote and assist in the establishment of record centers.

The objectives of the Council, to the limit of the available funds and facilities, are to insure that the invaluable experience recorded in the essential core of modern records is preserved, the records preserved are in an accessible and usable form, and the experience recorded therein is organized, evaluated, and interpreted.

The new organization has the following background: During the annual meeting of the American Historical Association in December, 1946, a special session was held on problems in the management of business records. Those in attendance at this session, in addition to members of the American Historical Association, included representatives of the Economic History Association, the Society of American Archivists, the Special Libraries Association, the American Library Association, the New York Committee on Business Records, and a score of representatives of large business corporations.

The Committee on Collection and Preservation of Business Records of the Economic History Association made the concrete proposal that the American Historical Association take steps to acquire funds to establish a secretariat to forward by education, surveys and publication a program assuring the collection and preservation of business records. This proposal was well sup-

ported. After an extended discussion it was further refined. A four part program was outlined for a proposed non-profit, educational and service organization. This organization in its services in the field of records management was to insure indisputable dividends to American business, government institutions and scholarship in such a degree as to justify fees to cover costs. This would include: (1) Experienced and expert counsel in economical and effective records management; (2) a clearing house for techniques and criteria in records practices and selective records preservation; (3) the promotion of company financed histories and the nomination of qualified historians to write them; and (4) sponsorship of privately financed and operated records centers in key metropolitan areas for the storage, servicing and weeding of business and institutional records. Such a program would become self sustaining in three to five years, requiring only initial foundation support.

A temporary committee was designated to draft a proposal to the American Historical Association. The members were E. J. Leahy of Remington Rand, Chairman, T. P. Martin, Library of Congress, O. W. Holmes, National Archives, William Miller, New York Committee on Business Records, Thomas C. Cochran, New York University, H. F. Williamson, Yale University, and F. H. Wagman, Library of Congress. The proposal as submitted to the AHA was approved by its Executive Committee in March 1947. Since that time negotiations were carried forward by a subcommittee consisting of A. H. Cole, E. J. Leahy, and Thomas Cochran.

With the valued approval of the AHA, the assistance of the Social Science Research Council was sought in January 1948. It was recommended that the Social Science Research Council establish and finance an interim and organizing committee or council. The Council acted favorably on this recommendation, appointing the present interim council consisting of Roy Nichols, University of Pennsylvania, Jackson Hutto, Guaranty Trust Company, Arthur Cole, Emmett Leahy, and Thomas Cochran. Funds were allotted for expenses. The final report of this committee has been submitted to the Social Science Research Council and as a result the National Records Management Council has begun operations in an interim form. E. J. Leahy has been serving as Executive Director.

The first large scale undertaking was a contract with former President Hoover's Commission on Organization of the Executive Branch of the Government to review records management, policies, programs, and problems in the Federal Government, and make recommendations for improvement and economies. A consultant has also been provided to the Atomic Energy Commission to study the applications and uses of microfilming in the Commission's program, and to study the management and disposition of records of contractors with the Commission, which include a great many companies such as General Electric, Dupont, Stone and Webster, etc. Arrangements were made to participate in the records management training program of the Atomic Energy Commission and in the American University's summer session of 1948. A much more extended program is in formulation.

FOREIGN NEWS

Central African Archives

Out of the Government Archives of Southern Rhodesia, which had launched out into unprecedented activity in recent years, with the appointment of Professor J. R. Wallis as editor of the Oppenheimer series of publications and the appointment of a librarian and library staff, has now grown a more extensive institution known as the Central African Archives. According to a recent press announcement: "In terms of the Archives Amendment Act, 1946, the present Archives Commission is to be replaced by a Commission representing the three territories, Southern Rhodesia, Northern Rhodesia, and Nyasaland. Corresponding legislation has been passed by the legislatures of the two northern territories. The New Commission will consist of three members, one representing each territory, together with the Government Archivist, who is an ex-officio member without voting power. The personnel of this Commission will be announced at an early date." At the inaugural meeting of the Royal Commission for Central African Archives, the Chief Archivist was requested to prepare a report covering the work of the Archives since establishment. The report, entitled *Central African Archives in retrospect and prospect, 1935-1947*, printed by the Government Printer, Lusaka, Northern Rhodesia, has been received in this country.

Colombia

Dr. Roscoe R. Hill has recently received a letter from Dr. Enrique Ortega of Bogotá, saying that the disturbances there did not in any way affect the Archive. He added that they have served to impress on the administrators the advisability and advantage of transferring older documents to the Archive. Already some such transfers have been made and just at present he is receiving 300 large volumes from the Ministry of Government. These contain valuable documents relating to the history of Colombia.

Germany

In the Monthly Consolidated Field Report, Monuments, Fine Arts and Archives, Bavaria, for November 1947 under the section "Monthly Report for German Institutions," the Bavarian State Archives supplies this information:

"The republication of *Archivalische Zeitschrift* has been arranged in consequence of discussions carried on with the managers of the office called "Leibnitz-Verlag" in Munich, and the printing office of Dr. Datterer at Freising. The next volume (vol. 46) of the *Archivalische Zeitschrift* will be printed in the near future."

Israel

A memorandum submitted by The Nation Associates to the General Assembly of the United Nations on April 30, 1948, appeared in condensed form as a supplement to the May 8 issue of the *Nation* with the title, "The

British Record on Partition as Revealed by British Military Intelligence and Other Official Sources." Of interest to records administrators is the following statement: "The land registers have been distributed by the Palestine government among several centers while micro-films of these registers have been shipped to England. The effect of this is to create chaos in the event of any disputes arising on land questions."

ALABAMA

The *Alabama Review*, a joint publication of the University of Alabama and the Alabama Historical Society, made its first appearance in the spring of this year. The editor is Dr. W. Stanley Hoole, director of libraries at the University of Alabama.

ARIZONA

Old state records are being microfilmed under the supervision of Mulford Winsor, director of the State Department of Library and Archives. The appropriation for the project is \$10,000, which is expected to save some 3,000 square feet of space.

CALIFORNIA

On July 1 J. E. Wallace Sterling took office as Director of the Henry E. Huntington Library and Art Gallery. A former member of the research staff of the Hoover Library, Dr. Sterling has been a member of the faculty of the California Institute of Technology since 1937 and in the fall of 1947 was a member of the faculty of the National War College, Washington, D. C.

FLORIDA

At the annual meeting of the Florida Historical Society, reported in the *Florida Historical Quarterly* for April, 1948, Dr. Mark F. Boyd of Tallahassee was elected President. Among recent accessions to the library are a collection of the numerous writings of former President Frederick C. Cubberly, and a typescript, "Robert E. Lee in Florida" by Karl A. Bickel, with accompanying maps and photostats.

ILLINOIS

Professor Theodore Calvin Pease, head of the History Department of the University of Illinois, a charter member of the Society of American Archivists and editor of the first nine volumes of *THE AMERICAN ARCHIVIST* died suddenly at his home in Champaign, Illinois, on August 11.

MARYLAND

Arthur P. Middleton, research associate in the Institute of Early American History and Culture, Williamsburg, Virginia, has accepted an appointment as assistant director of the Maryland Historical Society. He was expected to assume his new duties before the end of the summer. The Society has received

as a deposit a large group of Carroll-Harper papers, including letters of Charles Carroll of Annapolis, Charles Carroll of Carrollton, Robert Goodloe Harper, Charles Carroll Harper, Josias Pennington, and John P. Kennedy. Consisting of seven portfolios and four boxes, the collection centers around the Harper family and contains, in addition to the letters, extensive discussions of family and business matters ranging over approximately a century, from the 1740's to the 1840's. Other collections acquired by the Society include a group of letters and papers of Richard Potts, judge of the Maryland Court of Appeals and United States Senator, covering the period 1801-1806; papers of the Williams and Maddox families of Washington County, including a typescript of the memoirs of Judge Thomas J. C. Williams; and the correspondence and seven logbooks of Captain William J. Belt, U. S. N., for the period of the War of 1812.

Progress is being made on the compilation and publication of historical records pertaining to Maryland in World War II, which the Society is sponsoring for the State. Under the direction of Harold R. Manakee, the War Records Division recently completed the preliminary draft of a manuscript tentatively titled *Maryland in World War II — Military Phases*. The Division is also gathering other historical records for compilation and publication at a later date. By means of personal interviews throughout the State, research assistants are obtaining the war histories of Maryland business concerns which did war work and of such homefront activities as those of the various Civilian Defense, Red Cross, USO, and War Finance organizations. Established in 1945, the War Records Division has assembled a cataloged library of historical records which requires some 400 feet of shelf space. Its files also include the military service records of approximately 45,000 Marylanders, a collection which is steadily being extended.

MASSACHUSETTS

An important addition to the Corporation Records Division of the Baker Library of the Harvard School of Business Administration has been received through the generosity of Donald B. McCruden of Moody's Investors Service of New York. The gift is a collection of photostat copies of documents filed with the Securities and Exchange Commission by several hundred American corporations over the ten year period, 1935 to 1945. These documents are largely made up of Form 10-K, required of every registered corporation at the end of each fiscal year, and giving a complete picture of the corporation's financial condition. A portion of the shipment has already been processed and made available for use.

As Editor of *The Library Scene*, a staff paper, Robert Lovett, of the Harvard University Archives, has included a section called "Gleanings from the Archives." So far, the notes have been on aspects of the history of the Harvard Library, drawn from the records of the Library in the possession of the Archives. Examples have been "Student Excuses of the 1840's" and "Charging Records of the 1770's."

Charles Sessler's Bookshop, of Philadelphia, offered a window for an exhibit during the meeting of the Associated Harvard Clubs there in May. It was decided to send material from the University Archives; accordingly, examples of Harvard publications and representative views of the College, over three centuries, were sent down.

MICHIGAN

Some of the important manuscript accessions of the Michigan Historical Collections at the University of Michigan during recent months include: timber cruiser notebooks of David Downey; two justice of the peace docket books and nine account books of the Andrews family, Armada; two hundred and twelve volumes of records of the Louis Sands Salt and Lumber Company, Manistee; some additional Satterthwaite family papers among which are a Satterthwaite and Comfort mill book, 1844-49, two Raisin Mills cash books, 1850-56 and 1857-61, and Tecumseh foundry records, 1883-1885; and a Mackinac Island impost book, 1802-1856.

MINNESOTA

Dr. Carlton C. Qualey, who succeeded Major Arthur J. Larsen as superintendent of the Minnesota Historical Society and editor of its publications on July 15, 1947, resigned, effective June 30, 1948, to resume full-time duties as professor of American history at Carleton College, Northfield, Minnesota.

The Society has recently received from the estate of Edith Banvard manuscripts, scrapbooks, pamphlets, pictures, and similar material relating to the career of her father, John Banvard, famed for his panorama of the Mississippi River. Autograph letters with comments on his work by Charles Dickens, Edward Everett, J. C. Frémont, and other figures of note are included in the collection. Records of law suits in which the Chicago, Burlington, and Northern Railway Company was involved from 1884 to 1886, consisting of correspondence and court records and filling four filing boxes, have come to the Society from the files of Young and Lightner, a law firm that handled the railroad's legal affairs in those years.

MISSOURI

Jonas Viles, professor emeritus of history at the University of Missouri, died on February 16, 1948, at the age of seventy-two. Born in Massachusetts and educated at Harvard University, where he received the Ph.D. Degree in 1901, he went to the University of Missouri as instructor in history in 1902. Advancing through the ranks to a professorship he became head of the department in 1928, and retired in 1945 after 43 years of service. His publications include a survey of the archives of Missouri for the American Historical Association (1910). He was president of the Mississippi Valley Historical Association in 1933-34, and his death ended 44 years of continuous service as a trustee of the State Historical Society of Missouri.

NEW YORK

In February, upon the shifting of certain divisions of the Department of State to new quarters in the capitol, some two hundred volumes and about two hundred pamphlet boxes of records were transferred to the New York State Library. Many of them continue series of archives of that department which were sent to the Library some twenty years ago to be preserved and made available for ready consultation by New York State officials and historical investigators. This new accession covers roughly the period 1850 to 1925, although in some instances such as a book of pardons granted by the governor, 1806-1811, the dates are earlier. Among the series are: Commissions of Governor and Senate (State Library already had v. 1-16, 1823-1879); rolls of members of Senate and Assembly, 1839-1852, containing their autograph signatures to the oath to uphold the Constitution of the United States and the New York State Constitution; depositions of resident aliens in the State, 1850-1905; surrogates' records relating to estates of persons dying outside the state owning property within the state, such papers filed with the Secretary of State in accordance with the Code of Civil Procedure.

The Local History Division of Rush Rhees Library of the University of Rochester has acquired and is arranging and indexing for microfilming the second group of papers of the Wadsworth family of Geneseo. These papers constitute a valuable source of material in economic, local or agricultural history of the Geneseo region. A most important recent acquisition is a long run of Rochester newspapers, covering the period from 1835 to 1939. The set of 355 bound volumes contains at least one paper for each year within the period, though not necessarily complete and overlapping files of all paper. In addition, the final reels of the *New York Times* were received last year, completing the microfilm file from 1851 to 1915. A film copy of the *New York Tribune* for the years 1841 to 1872 was also purchased last year.

NORTH CAROLINA

The State Department of Archives and History has recently published *The Silversmiths in North Carolina* by Dr. George B. Cutten, and *Explorations, Descriptions, and Attempted Settlements of Carolina, 1584-1590*, edited by David Leroy Corbitt. These pamphlets are available free to those libraries and individuals who request them.

OHIO

The American Jewish Archives was established at Hebrew Union College, Cincinnati, for the purpose of collecting important manuscript material dealing with the life of the Jew in North America. It is primarily concerned with continental United States. Extensive manuscript collections have already been acquired and are in process of filing and cataloging. The Archives will specialize in the collection of minute books of American Jewish religious groups and already has the largest collection of material of this type extant.

Though the Archives does not intend to specialize in the collection of American Jewish books, nevertheless it hopes eventually to have a complete collection of standard American Jewish history works for the benefit of research workers working in its rooms. The adjacent Hebrew Union College Library has an almost complete collection of American Judaica.

Dr. Jacob R. Marcus, the Adolph S. Ochs Professor of Jewish History and Vice-President of the American Jewish Historical Society is the Director, Rabbi Bertram W. Korn, Associate Professor of American Jewish History, is the Associate Director, and Dr. Selma Stern-Taeubler is the Archivist. There is a total of three paid workers on the staff. Photoduplication is available on the premises.

The Society publishes a semi-annual bulletin called the *American Jewish Archives*. The Archives publishes an article of scientific interest in every issue and lists all recent acquisitions.

The society is primarily a research institution and is prepared to answer all queries, in so far as it can, with respect to American Jewish History. The Archives will be very grateful for reprints on any type of material dealing with American Jews or, for reference, dealing with the Jew. The term Jew is conceived in its widest possible connotation.

The Western Reserve Historical Society of Cleveland announces the following accessions:

Document signed by Peter the Great, Dec. 28, 1724; D. S., Catherine the Great, Dec. 31, 1793.

Bohning Mss. relating to Newburgh, Ohio. Newburgh Hamlet Records, 4 vols., 1815-1903; President's Manual; Poor Book, 1895-1899; School Journal and Records, 1838-1899; Poll Books, manuscript and printed; 3 boxes, misc. mss., contracts, petitions, etc.; 39 maps, local areas.

Chapman Mss. Record, Bd. of Trustees, Wayne, Medina and Cuyahoga Turnpike, 1824-1854; Record Book, New Harbour Co., Ohio City (Cleveland), Ohio, 1835-1841; Letters, from John Hay, John Sherman, Wm. McKinley (2); Deeds, contracts, mil. appointments, etc.

Coffinberry Mss. Letters from Henry Coffinberry, Naval Force, Miss. R., 1861-65, to parents (72) and replies (27); Gordius Hall letters, plats, etc., (72); James Hampson, 31 items, inc. 13 letters (3 items on Nat. Rd. w. of Zanesville). Col. Geo. Morgan, letters, etc. inc. extract of journal "Col. George Morgan and the Delaware Indians. Title to the rich Sewickley Valley"; copy of letter, G. Washington to Morgan, Aug. 20, 1786 transmitting letter from Lafayette; copy of letter from Lafayette to G. W., Paris, 1786 re request of Empress of Russia for Indian vocabularies; Thomas Morgan, Diploma, Societatus Americana Whigensis (Rutgers) 1804; Gen. George W. Morgan, military papers, letters, orders, mss.; letters, etc. relating to minister-ship to Portugal; Mss. fragment (4 pp.) re Burr at Morganza, mentioning invitation to Thos. Morgan to join western expedition, disc. of Burr's intention (authorship uncertain); desc. of Empress Marie Louise at Ischel; res. in H. of Rep. re Credit Mobilier and Garfield, et al; roll of company of

Capt. Jos. Cairns, surrendered at Detroit; apparently a rough draft of Gen. Harrison's resolution against Gen. Jackson, *Lee Intelligencer*, Jan. 30, 1819; broadsides inc. a particularly scurrilous item, "The Salt Alley Whig and Independent Press," 1834 and "Jackson at Home—Private Character of General Andrew Jackson," 1828; misc. letters, John C. Calhoun to James Hampson, May 11, Dec. 27, 1838, May 11, 1839, Jan. 1, 1840—Henry Clay to James Hampson, April 18, 1825—King Fernando of Portugal to Geo. W. Morgan, Dec. 17, 1860; Th. L. Hamer to James Hampson, Feb. 24, 1840, re "Coon" Convention at Columbus—Samuel Houston to James Hampson, July 31, 1852—Thos. W. Knox, Correspondent of N. Y. Herald to Gen. Sherman, Vicksburg, Feb. 1, 1863—Roche foucault to Geo. W. Morgan, July 23, 1861—John Sherman to Geo. W. Morgan, Mar. 29, Oct. 11, 1861—Edwin M. Stanton to Geo. W. Morgan, Sept. 1, 1845, June 27, 1862—C. S. Vallandigham, June 29, Dec. 11, 1866—Gen. Lew. Wallace, May 7, 1890.

Gold Rush diaries (2) of S. D. McNeal, Cuyahoga Falls, Ohio.

J. H. Wade Mss. Some 500 items of documents and correspondence to and from J. H. Wade concerning the formation of the Western Union Telegraph Co.

Virginia Military Land District in Ohio. Original entries, six vols. covering entries approx. nos. 2451-7420, 9735-10688; five packages, original surveys and copies (several thousand items); 42 land warrants.

TENNESSEE

Dr. Dwight H. Wilson assumed office on April 1 as the first Archivist of Fisk University, it was announced recently by President Charles S. Johnson. Dr. Wilson will act in the dual capacity of Archivist and Records Administrator, not only having custody of the non-current records but providing for the more efficient use and management of current ones. In addition to administering the official documents of the University, he will also have charge of the American Missionary Association Archives and other organizational archives entrusted to Fisk.

Prior to Dr. Wilson's appointment at Fisk, he spent several years at the National Archives and upon leaving that agency, he was sent to Italy where he served as Archival Consultant to the Allied Commission Archives and Deputy Director of Allied Force Records Administration Archives. In Rome he reorganized Allied Commission Archives, and after his return to this country, he exerted every possible effort to prevent the loss of these valuable records to the United States Government.

The Fisk University Archives will be Dr. Wilson's immediate concern, and he has launched a program for the recovery of all records relating to Fisk which are still extant. A member of the Society of American Archivists, he says that President Johnson is believed to be the first president of a Negro school to see and fill the need for an archival program.

VIRGINIA

The Archives Department of Colonial Williamsburg, Inc., presented in its Search Room in the Goodwin Building an exhibit of historical manuscripts of the 17th and 18th centuries. Assembled in connection with the annual meeting of the Council of Historians of the Institute of Early American History and Culture on April 23 and 24, the exhibit was open to the public during the ensuing two weeks. Among the manuscripts shown, special emphasis was given to the letters and documents from the William Blathwayt Papers, 1675-1715, which were given to Colonial Williamsburg by Mr. John D. Rockefeller, Jr., two years ago. These are chiefly letters written by colonial governors and secretaries to Blathwayt, who was secretary of the Lords of Trade and Plantations in London, from the British West Indies as well as from the New England Colonies, New York, Maryland, and Virginia. Some of the manuscripts on exhibition were concerned with the Revolutionary War; documents from the Carleton (British Headquarters) Papers, the mercantile papers of John Norton & Sons of Virginia and London, the St. George Tucker manuscripts from the Tucker-Coleman collection of Williamsburg, and the Benjamin Huntington papers of Connecticut. Also on display were some original manuscripts of two colonial governors of Virginia, Francis Nicholson and Alexander Spotswood.

The record situation in Arlington County, Virginia, was aired in the columns of the Washington *Evening Star*, May 26, 1948, when County Treasurer John Locke Green stated in Circuit Court that his offices were so crowded that some of its records had to be stored in two basement lavatories. Green was suing the County for more office space, and argued that the Court could force the County Board of Supervisors to provide adequate equipment and suitable space for the conduct of his office.

The personal and official papers of the late Carter Glass (1858-1946), Member of Congress, United States Senator, Secretary of the Treasury, and newspaper publisher of Lynchburg, Virginia, have been presented to the University of Virginia Library by Senator Glass' son and daughter, Mr. Carter Glass, Jr., of Lynchburg, and Mrs. John G. Boatwright, of Danville, and by his grandson, Mr. Powell Glass, Jr., of Lynchburg. Including correspondence with Presidents Garfield, Wilson, Harding, Coolidge, Hoover, Roosevelt, and other national leaders, the collection contains more than a third of a million pieces, and is rich in material on the creation of the Federal Reserve System, banking and currency legislation, the League of Nations controversy, the neutrality debates of World War I and II, the Supreme Court dispute of 1937, and many other aspects of national affairs in the first third of the twentieth century. Senator Glass is best remembered as a national leader in the Democratic Party, especially for his drafting of its platforms and for his defense of its principles in Congressional debates. As a Virginia legislator he was one of the principal authors of the Virginia Constitution of 1902; and as a member of the Board of Visitors, he was instrumental in bringing Edwin A. Alderman to the University of Virginia as its first

president. In 1936 Senator Glass assisted the University in obtaining a Federal grant for the construction of the Alderman Library, in which his papers now repose.

Mrs. Dorothy F. Freeman and Mrs. Constance Thurlow have recently been appointed to the staff of the Rare Books and Manuscripts Division, University of Virginia Library. Mrs. Thurlow, who becomes an assistant archivist, was formerly manuscripts cataloger at the John Carter Brown Library at Brown University. *The Sixteenth-Seventeenth Annual Report on Historical Collections*, for the years 1945-1947, was issued in August by the Division.

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